



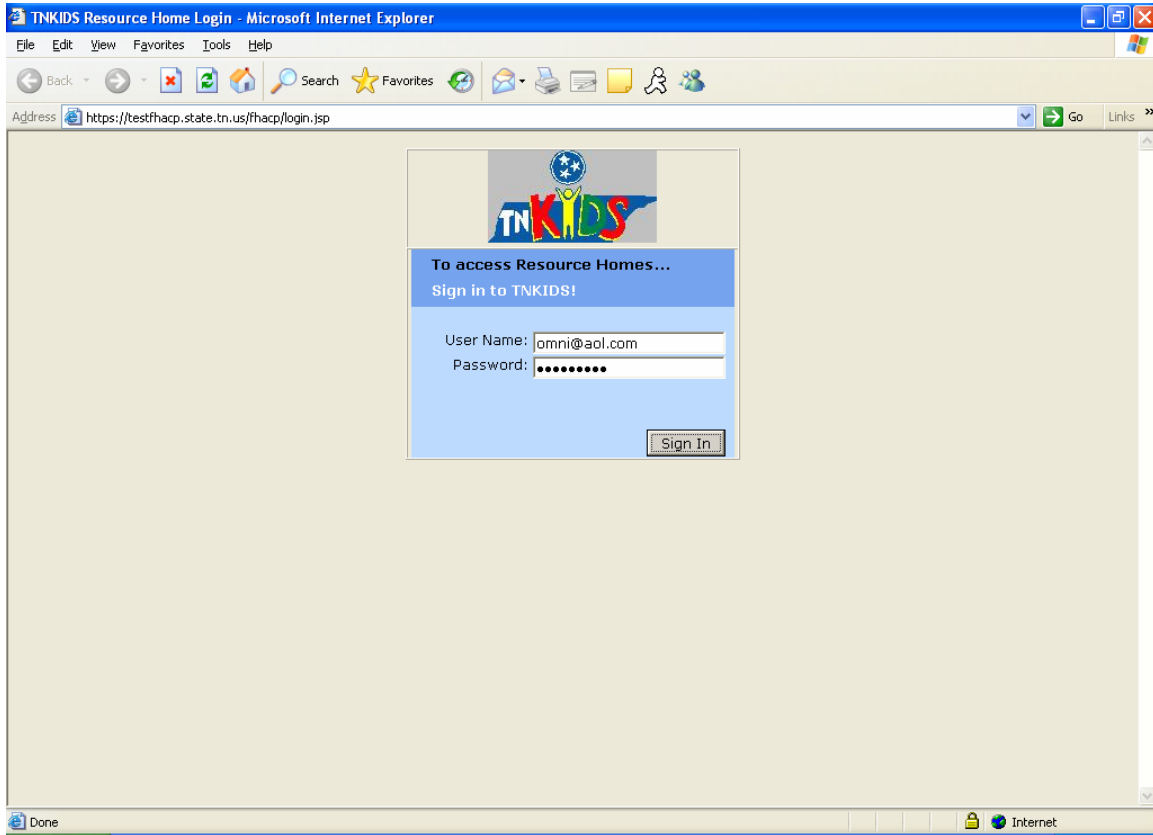
Resource Home Maintenance

Web Application

## Table of Contents

Logging In.....	2
Main Navigation Window .....	3
Adding a New Resource Home .....	4
Person Search.....	5
Person Search Results.....	6
Address Search.....	7
Address Search Results .....	8
Adding a Foster Co-Parent .....	9
Family Structure .....	12
Editing the Home that is Pending Approval.....	13
General Information Tab .....	14
Household Member Tab – General Sub Tab .....	15
Household Member Tab – Verification Sub Tab.....	16
Household Member Tab – Reference Sub Tab Adding a Reference .....	17
Missing Reference Person Requirements .....	24
Completed Reference Sub Tab .....	25
Foster Co-Parent/Other Adult Requirements.....	26
Person Tab/General Sub Tab Primary/Secondary Language Identification....	30
Adding a Secondary Language .....	31
Primary/Secondary Language Identification/Foster Co-Parent/Other Adult ..	33
Preferences.....	34
Selecting Placement Preference(s).....	35
Household Member Tab/Approval Sub Tab Approval of Foster Parent.....	36
Approval Sub Tab Approval of Foster Co-Parent/Other Adult .....	37
Resource Home Tab/Family Structure Sub Tab.....	38
Entering the Home Visit Date & Narrative.....	39
Denying or Canceling a Home .....	41
Final Resource Home Approval .....	42
Resource Home Approval Confirmations .....	43
Re-Approval of a Home.....	44
Resource Home Tab/Status Sub Tab .....	45
Resource Home Tab/Approval Sub Tab General Link.....	46
Household Member Tab/Approval Sub Tab.....	47
Re-Approval .....	49
Re-Approval Confirmations .....	50
Status.....	51

## Logging In



To log in to the Resource Home Maintenance web application, use the email address and password that were sent to you from the DCS Help Desk and click Sign In.

## Main Navigation Window

**Warning(s):**  
1. Please turn off any popup blockers you have for this application to work properly. Please refer to [FAQ](#) page for details on how to turn off popup blocker.

[FAQ](#) [Add Resource Home](#) [Log Out](#)

**Resource Home List for OMNI VISIONS INCORPORATED (Total: 19)**

**Approved**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 4060	4844	ok, web1	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4066	4850	ok, web5	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4518	5302	Okeke, Private33	06/30/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4062	4846	Okeke, Web3	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4064	4848	Okeke, web4	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4520	5304	OkOk, Private44	07/01/2005	00/00/0000	Contract Resource Home

**Approved Expedited Home**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 3768	4552	Home1, Internet	01/01/2006	00/00/0000	Contract Resource Home

**Denied**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">View</a> 326	718	Hutchings, Barbara A.	01/01/2005	01/01/2006	Shared Resource Home

**Pending Approval**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 3972	4756	a, a a.	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4396	5180	J41, PutFather	05/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4068	4852	Ok, NewWeb	01/01/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3848	4632	ok, reference	01/01/2001	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3846	4630	Okeke, InternetMan	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3970	4754	p, p p.	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4394	5178	Parent, Placement	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3926	4710	Reshome1, Mother	01/01/2005	00/00/0000	Contract Resource Home

**Pending Inactivation**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">View</a> 1094	1486	HOMES, FOSTER	01/01/2006	00/00/0000	Shared Resource Home

**Unapproved**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 1090	1482	okeke, play3	03/09/2005	00/00/0000	Contract Resource Home

The main navigation window contains links to homes that are: Approved, Approved Expedited, Denied, Pending Approval, Pending Inactivation, and Unapproved. There are links in the upper right hand corner to view the Frequently Asked Questions, to Add a New Resource Home, and to Log Out.

**Note:** It is **imperative** that you disable any pop-up blockers on your web browser to use this application. For more information, view the FAQ document using the link.

## Adding a New Resource Home

**Add Resource Home -- Web Page Dialog**

**Ownership Information:**

Classification:  Region:

Vendor Name:

---

Initial Inquiry Date:  Activation Date:

Foster Parent:  ...

Foster Co-Parent:

Family Structure:

Address:

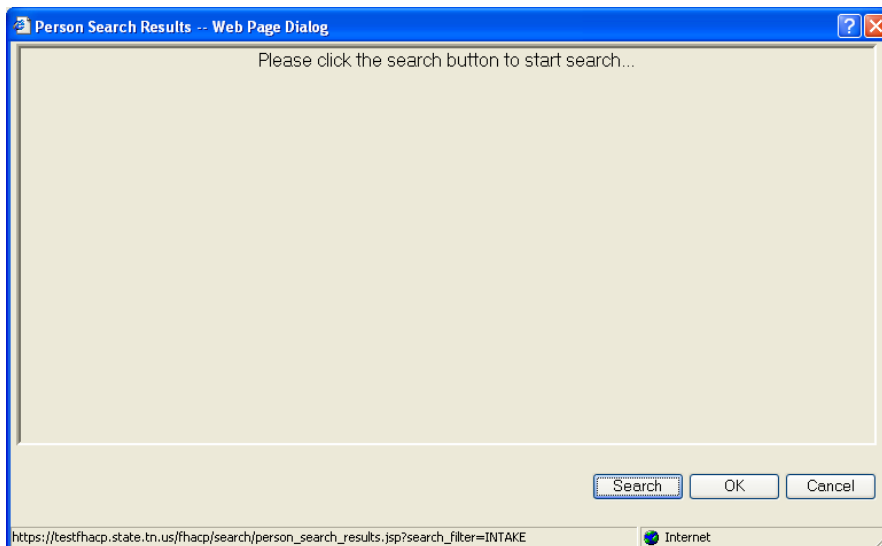
Address ID:

[https://testfhacp.state.tn.us/fhacp/resource\\_home\\_add.jsp?r](https://testfhacp.state.tn.us/fhacp/resource_home_add.jsp?r) Internet

**Note: This is an ellipsis box.**

Click the Add Resource Home link in the upper right hand corner of the navigation window. The Add Resource Home window will appear. Enter the Initial Inquiry Date. The Activation Date will default to the Initial Inquiry Date and this should be left as is. Click on the ellipsis box next to the Foster Parent field.

## Person Search



Before entering the foster parent, a search must be performed to see if the person is already in TNKids. Click the Search button.

By Name/Info (selected)    Using: Soundex (dropdown)    ID Number:

First or Middle Name:     Last Name:

DOB:     Age (In Years):

SSN:     Gender:     Race:

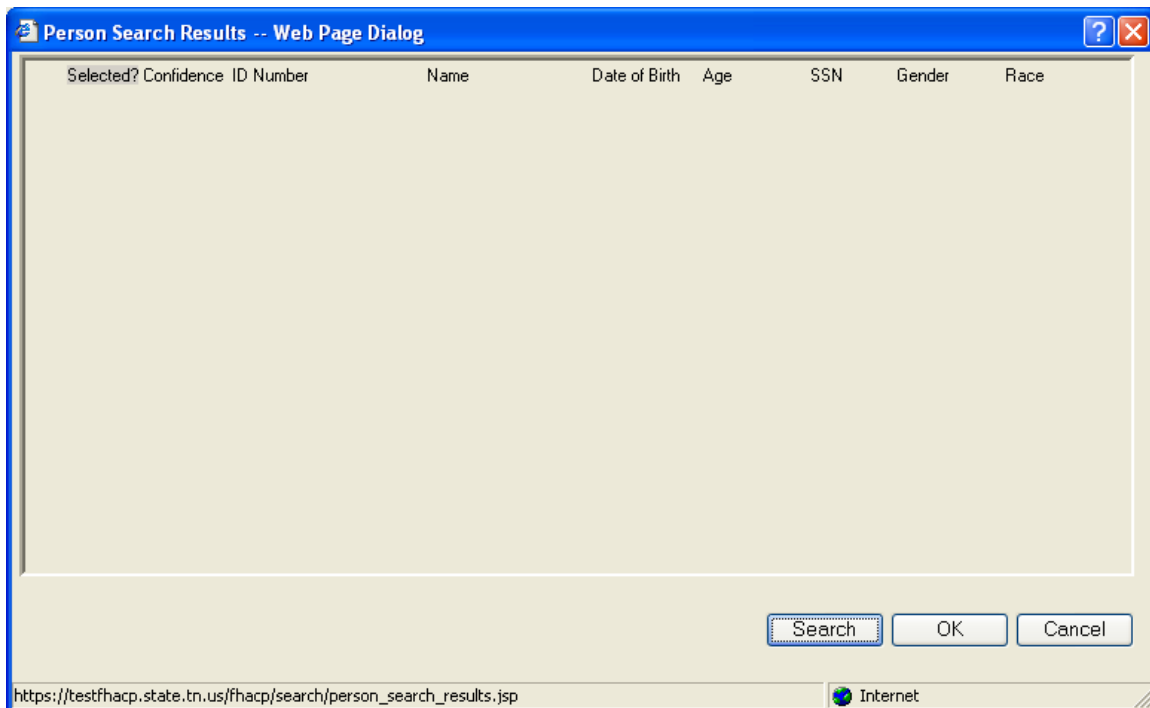
Street Name:     Street Type:     City:

Find    Cancel    Reset

Change the Using drop down entry to Soundex if searching by name. Enter search criteria and click Find.

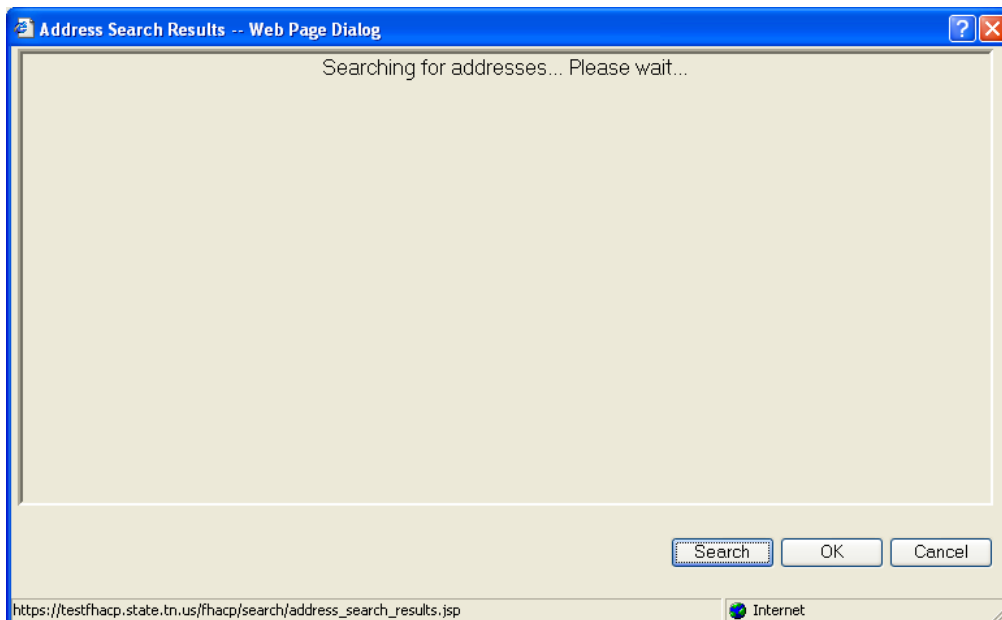
**Note:** It is preferential to search using Social Security Number only. If no search results are found, search again using name.

## Person Search Results

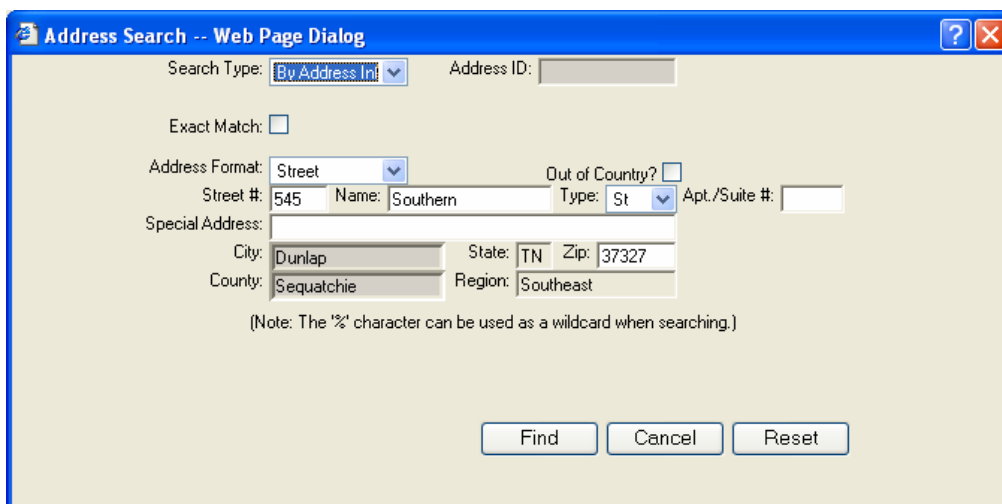


The Person Search Results box will appear. If needed, click the Search button again to refine your search with different search criteria. If the foster parent is shown in the results list, click on the person's name and click OK. Otherwise, click Cancel.

## Address Search



The next search that is required is the Address Search. Click on the Search button.



Enter the address in the Street #, Name, Type, and Zip fields. To widen the search, deselect the Exact Match checkbox. Click Find.



## Address Search Results

Selected?	Address ID	Address
<input type="checkbox"/>	284336	1502 sakwuck Rd. Dunlap, TN 37327
<input type="checkbox"/>	284340	1125 Ladder Rd. Dunlap, TN 37327
<input type="checkbox"/>	284342	5551 Joebob Way Dunlap, TN 37327
<input type="checkbox"/>	284352	1152 Bridge Ln. Dunlap, TN 37327
<input type="checkbox"/>	284366	5521 New Hope Terr. Dunlap, TN 37327
<input type="checkbox"/>	284382	8885 Lakeway Ct. Dunlap, TN 37327
<input type="checkbox"/>	284394	5552 Cyber St. Dunlap, TN 37327
<input type="checkbox"/>	284396	5555 Conyers Ave. Dunlap, TN 37327
<input type="checkbox"/>	284398	158 Brier Ln. Dunlap, TN 37327
<input type="checkbox"/>	284400	5111 Newsom Ave. Dunlap, TN 37327
<input type="checkbox"/>	284404	5112 Cander Ct. Dunlap, TN 37327
<input type="checkbox"/>	284406	5111 Conway Ave. Dunlap, TN 37327
<input type="checkbox"/>	284408	8415 Brierwood Tr. Dunlap, TN 37327
<input type="checkbox"/>	284410	8415 Brierwood Tr. Dunlap, TN 37327
<input type="checkbox"/>	284412	8415 Brierwood Tr. Dunlap, TN 37327
<input type="checkbox"/>	284414	122 Sendak Rd. Dunlap, TN 37327
<input type="checkbox"/>	284418	6512 Sinclair Dr. Dunlap, TN 37327
<input type="checkbox"/>	284420	2115 Bakerwood Dr. Dunlap, TN 37327

Review the addresses in the Address Search Results window if any appear. If the correct address is displayed, place a check in the Selected? box next to the address and click OK. Otherwise, click Cancel.

Microsoft Internet Explorer

Do you want to use the search criteria values to add a new address?

OK Cancel

If the address was not found, the system will ask if you would like to use the search criteria values to create a new foster home address. Click OK to continue.

Add Address -- Web Page Dialog

Address Format:  Out of Country? ☐

Street #:  Name:  Type:  Apt./Suite #:

Special Address:

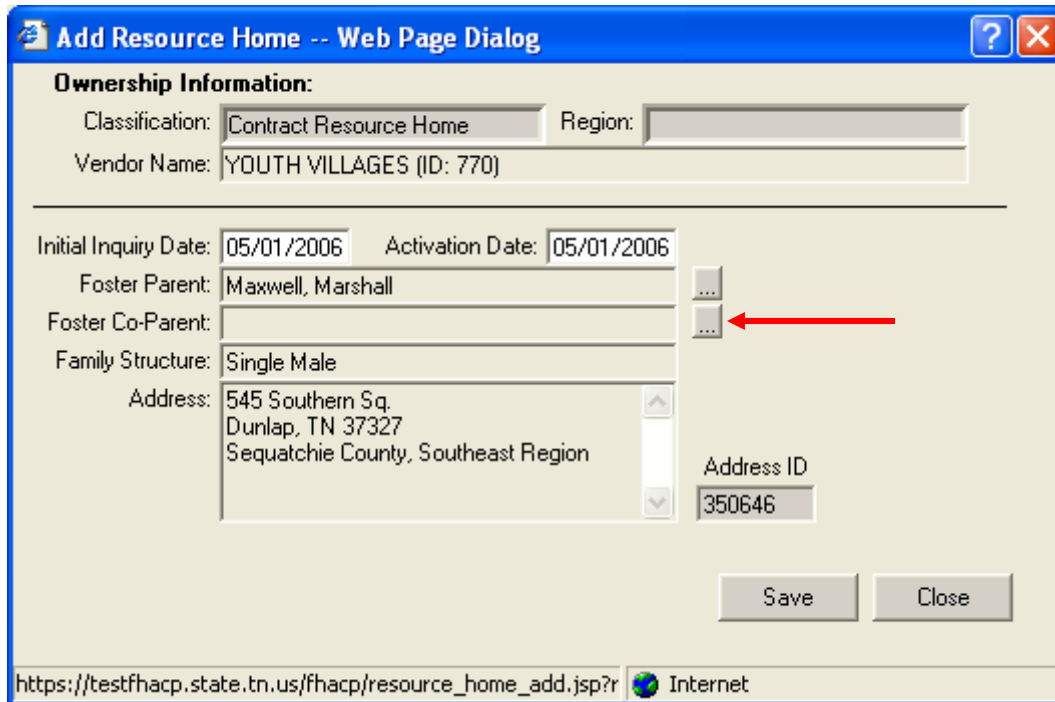
City:  State:  Zip:

County:  Region:

Save Close

In order to populate the City, State, County, and Region, hit the Tab key to tab out of the Zip field. Click Save.

## Adding a Foster Co-Parent



**Add Resource Home -- Web Page Dialog**

**Ownership Information:**

Classification:  Region:

Vendor Name:

---

Initial Inquiry Date:  Activation Date:

Foster Parent:

Foster Co-Parent:

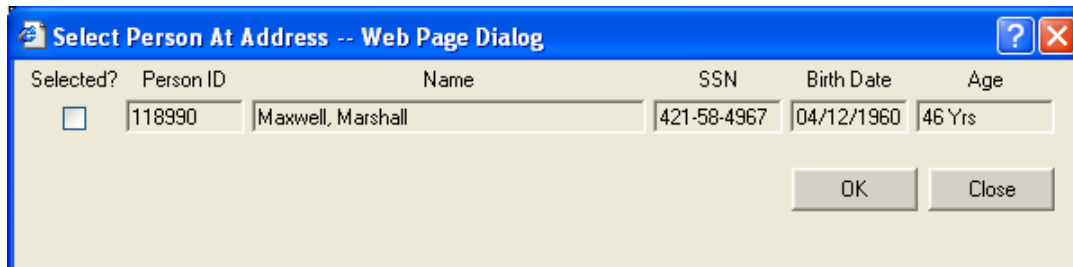
Family Structure:

Address:

Address ID:

[https://testfhacp.state.tn.us/fhacp/resource\\_home\\_add.jsp?r](https://testfhacp.state.tn.us/fhacp/resource_home_add.jsp?r) Internet

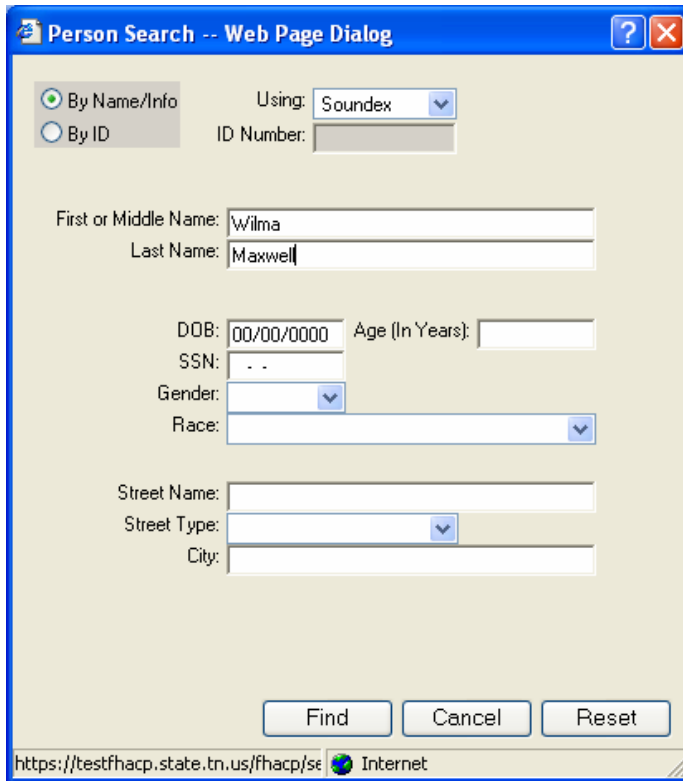
To add a foster co-parent click on the ellipsis box next to the foster co-parent field.



**Select Person At Address -- Web Page Dialog**

Selected?	Person ID	Name	SSN	Birth Date	Age
<input type="checkbox"/>	118990	Maxwell, Marshall	421-58-4967	04/12/1960	46 Yrs

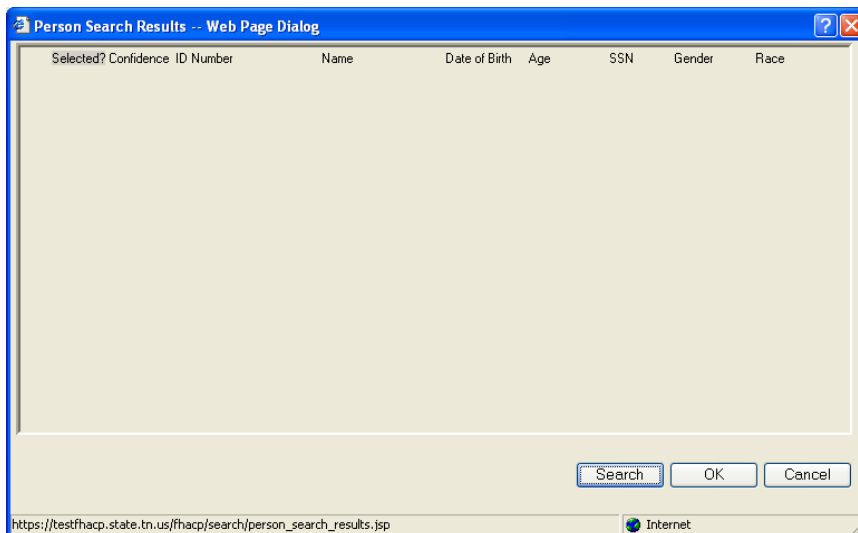
All persons already in the household are displayed. To add a new person, click Close.

**Adding a Foster Co-Parent - continued**

A screenshot of a web application dialog box titled "Person Search -- Web Page Dialog". The dialog has a blue title bar with a question mark icon and a close button. Inside, there are two radio buttons: "By Name/Info" (selected) and "By ID". To the right of "By Name/Info" is a dropdown menu labeled "Using:" with "Soundex" selected. To the right of "By ID" is a text field labeled "ID Number:". Below these are two text fields: "First or Middle Name:" containing "Wilma" and "Last Name:" containing "Maxwell". Further down are fields for "DOB:" (00/00/0000), "Age (In Years):", "SSN:" (two dashes), "Gender:" (a dropdown menu), and "Race:" (a dropdown menu). Below these are fields for "Street Name:", "Street Type:" (a dropdown menu), and "City:". At the bottom are three buttons: "Find", "Cancel", and "Reset". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/se" and an "Internet" icon.

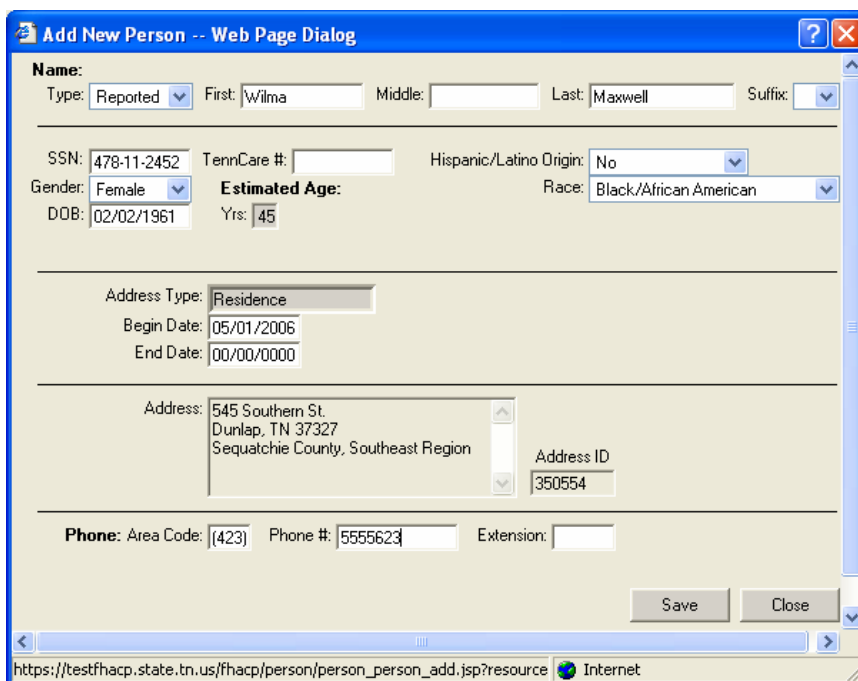
Enter the search criteria as you did with the foster parent. Search by Social Security Number only. If not found, use Soundex for name searches.

## Adding a Foster Co-Parent – continued



A web page dialog box titled "Person Search Results -- Web Page Dialog". It features a table with columns: Selected?, Confidence, ID Number, Name, Date of Birth, Age, SSN, Gender, and Race. The table is currently empty. At the bottom right, there are three buttons: "Search", "OK", and "Cancel". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/search/person\_search\_results.jsp" and "Internet".

If the person is found in the search results, select the person and click OK. Otherwise, click Cancel.



A web page dialog box titled "Add New Person -- Web Page Dialog". It contains several form fields for entering person information:

- Name:** Type: Reported, First: Wilma, Middle: , Last: Maxwell, Suffix: .
- SSN:** 478-11-2452
- TennCare #:**
- Hispanic/Latino Origin:** No
- Gender:** Female
- Estimated Age:** Yrs: 45
- Race:** Black/African American
- DOB:** 02/02/1961
- Address Type:** Residence
- Begin Date:** 05/01/2006
- End Date:** 00/00/0000
- Address:** 545 Southern St, Dunlap, TN 37327, Sequatchie County, Southeast Region
- Address ID:** 350554
- Phone:** Area Code: (423), Phone #: 5555623, Extension:

At the bottom right, there are two buttons: "Save" and "Close". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/person/person\_person\_add.jsp?resource" and "Internet".

The Add New Person window will appear if this is a new person to TNKids. Enter the person's name, SSN (no dashes), Gender, Date of Birth (with /), Hispanic/Latino Origin, and Race. The Begin Date for the address defaults to the Initial Inquiry Date. The address populates from the foster parent's address. Enter the phone number (no dashes) and click Save.

## Family Structure

**Add Resource Home -- Web Page Dialog**

**Ownership Information:**

Classification:  Region:

Vendor Name:

---

Initial Inquiry Date:  Activation Date:

Foster Parent:

Foster Co-Parent:

Family Structure:

Address:

Address ID:

[https://testfhacp.state.tn.us/fhacp/resource\\_home\\_add.jsp?r](https://testfhacp.state.tn.us/fhacp/resource_home_add.jsp?r) Internet

Identify the correct Family Structure using the drop down list. Click Save.

## Editing the Home that is Pending Approval

Maintain Resource Home - Microsoft Internet Explorer

Address: https://testfhacp.state.tn.us/fhacp/resource\_home\_default.jsp

**Approved**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 4060	4844	ok, web1	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4066	4850	ok, web5	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4518	5302	Okeke, Private33	06/30/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4062	4846	Okeke, Web3	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4064	4848	Okeke, web4	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4520	5304	OkOk, Private44	07/01/2005	00/00/0000	Contract Resource Home

**Approved Expedited Home**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 3768	4552	Home1, Internet	01/01/2006	00/00/0000	Contract Resource Home

**Denied**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">View</a> 326	718	Hutchings, Barbara A.	01/01/2005	01/01/2006	Shared Resource Home

**Pending Approval**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 3972	4756	a, a a.	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4522	5306	day, larry	05/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4396	5180	J41, PutFather	05/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4524	5308	Maxwell, Marshall	05/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4068	4852	Ok, NewWeb	01/01/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3848	4632	ok, reference	01/01/2001	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3846	4630	Okeke, InternetMan	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3970	4754	p, p p.	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4394	5178	Parent, Placement	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3926	4710	Reshome1, Mother	01/01/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4058	4842	ww, qq	01/01/2006	00/00/0000	Contract Resource Home

**Pending Inactivation**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">View</a> 1094	1486	HOMES, FOSTER	01/01/2006	00/00/0000	Shared Resource Home

**Unapproved**

https://testfhacp.state.tn.us/fhacp/resource\_home/resource\_home\_general.iso?resource\_home\_id=5308&readonly=fls=false

The home that was just added is now in the Pending Approval list. To enter more information on any home that is Pending Approval, click on the Edit link next to the home's name.

## General Information Tab

**Tabs**

**Sub Tabs**

**Links**

There are six tabs visible at the top of this window: Resource Home, Resource Parents, Household Member, Preferences, Person, and End Home. There are three links in the upper right hand corner: Resource Home Navigation, Add Resource Home, and Log Out.

On the Resource Home tab, there are nine sub tabs: General, Classification, Family Structure, Address, Office Location, Referral Source, Corrective Action, Approval, and Status.

On the General sub tab, the Initial Follow-Up Inquiry Date is required for home approval. Enter the Initial Inquiry Narrative and other dates as needed. Click Save before proceeding to the next tab.

**Note:** Most tabs have Save and Revert Changes buttons in the lower right hand side. If you leave the tab without clicking the Save button, your changes will **NOT** be recorded.

## Household Member Tab – General Sub Tab

The screenshot shows a web browser window titled "Household Member: General - Microsoft Internet Explorer". The address bar shows a URL from testfhcp.state.tn.us. The page has a navigation bar with tabs: Resource Home, Resource Parents, Household Member (selected), Preferences, Person, and End Home. On the left, there is a list of household members with checkboxes for selection. The main area displays the details for the selected member, Maxwell, Marshall. The details include personal information (Person ID, SSN, Name, DOB, Gender, Age), dates (Effective Start/End, Medical History Verification, Face-To-Face Interview, Local Criminal Records Check, Finger Printed, Finger Printing Results Cleared, PATH Intake Meeting, PATH Training Completed, PATH Waiver), and a Narrative box. At the bottom, there are "Save" and "Revert Changes" buttons.

Selected?	In	Household Member
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maxwell, Marshall
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maxwell, Wilma

Person ID: 118990 SSN: 421-58-4967 Effective Start Date: 05/01/2006 Effective End Date: 00/00/0000  
Name: Maxwell, Marshall DOB: 04/12/1960 Gender: Male Member Type: Foster Parent  
Age: 46 Yrs Status: Pending Approval

General Member Type Address Verification Relationship Reference In-Service Training Approval Status

Effective Start Date: 05/01/2006 Effective End Date: 00/00/0000  
E-Mail Address: marshall@aol.com

Medical History Verification Date: 05/12/2006  
Prior Foster Care Experience? No  
Face-To-Face Interview Date: 05/12/2006 Narrative  
Local Criminal Records Check Date: 05/12/2006  
Finger Printed Date: 05/15/2006  
Finger Printing Results Cleared Date: 05/20/2006  
PATH Intake Meeting Date: 05/21/2006  
PATH Training Completed Date: 06/21/2006  
PATH Waiver Date: 00/00/0000

Save Revert Changes

The next step in the approval process is to approve all adult household members. Click on the Household Member tab. This tab has nine sub tabs that are household member specific and pertain to the person whose name is Selected on the left side of the window.

On the General sub tab, enter the required information as it is obtained including: Medical History Verification Date, Prior Foster Care Experience?, Face-To-Face Interview Date, Local Criminal Records Check Date, Finger Printed Date, Finger Printing Results Cleared Date, PATH Intake Meeting Date, and PATH Training Completed Date. Click Save.

To add a Face-To-Face interview narrative, click on the Narrative box next to the date. Enter the person's email address if known.

If another household member needs to be added, click on the Add Household Member button on the left side of the window.



## Household Member Tab – Verification Sub Tab

The screenshot shows a web browser window titled "Household Member: Verification - Microsoft Internet Explorer". The address bar displays the URL: [https://testfhac.state.tn.us/fhacp/household\\_member/household\\_member\\_verification.jsp?resource\\_home\\_id=5308&selected\\_member\\_id=157714&readonly\\_flg=false](https://testfhac.state.tn.us/fhacp/household_member/household_member_verification.jsp?resource_home_id=5308&selected_member_id=157714&readonly_flg=false). The page features a navigation bar with tabs: [Resource Home](#), [Resource Parents](#), [Household Member](#) (selected), [Preferences](#), [Person](#), and [End Home](#). Below the navigation bar, there are links for [Resource Home Navigation](#), [Add Resource Home](#), and [Log Out](#). The main content area is divided into two sections. On the left, there is a list of household members with checkboxes for selection and use. The right section contains a form for verifying the birth date and social security number. The form includes fields for Person ID, SSN, Effective Start Date, Effective End Date, Name, DOB, Gender, Member Type, and Status. It also has checkboxes for "Verified?" and "On:" (with a date and time) and "By:" (with a name). The form is titled "Birth Date:" and "Social Security Number:". At the bottom, there are buttons for "View SSA Confirmation", "Save", and "Revert Changes".

In	Selected?	Use	Household Member
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Maxwell, Marshall
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Maxwell, Wilma

[Add Household Member](#)  
[Delete Household Member](#)  
[Activate Household Member](#)  
[Reactivate Household Member](#)  
[Inactivate Household Member](#)

Person ID: 118990 SSN: 421-58-4967 Effective Start Date: 05/01/2006 Effective End Date: 00/00/0000  
Name: Maxwell, Marshall DOB: 04/12/1960 Gender: Male Member Type: Foster Parent  
Age: 46 Yrs Status: Pending Approval

[General](#) [Member Type](#) [Address](#) [Verification](#) [Relationship](#) [Reference](#) [In-Service Training](#) [Approval](#) [Status](#)

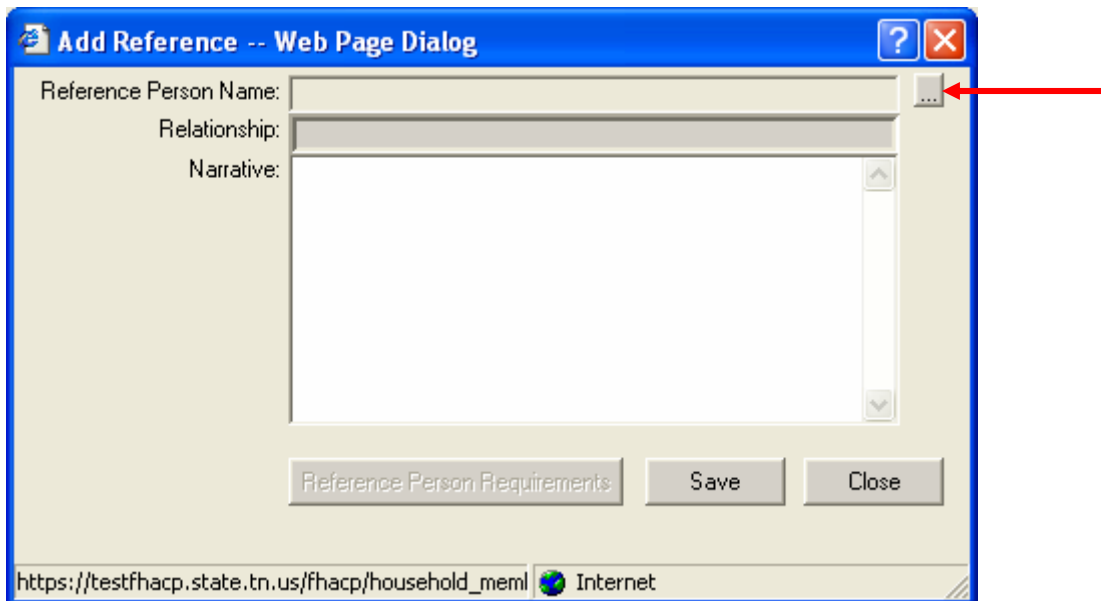
**Birth Date:**  
DOB: 04/12/1960  
Verified? ☒ On: 07/06/2006 03:02 PM By: Vision, Omni (EV)

**Social Security Number:**  
SSN: 421-58-4967  
Verified? ☒ On: 07/06/2006 03:02 PM By: Vision, Omni (EV)

[View SSA Confirmation](#) [Save](#) [Revert Changes](#)

The Verification sub tab is where the Social Security Number and Birth Date are verified by the vendor. This indicates that the vendor has seen evidence to prove that this information is correct. This cannot be done until the SSN and DOB have been confirmed through TNKids interaction with the Social Security Administration. The confirmation process can take up to two days. To view the SSA confirmation, click on the View SSA Confirmation button. Click Save before leaving this tab.

## Household Member Tab – Reference Sub Tab Adding a Reference



Reference Person Name:  ...

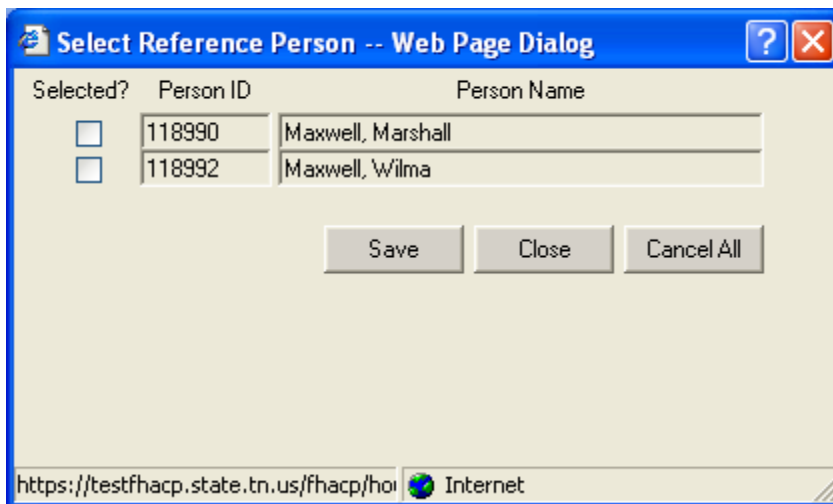
Relationship:

Narrative:

Reference Person Requirements Save Close

https://testfhacp.state.tn.us/fhacp/household\_meml Internet

Click on the Reference sub tab and click the Add button. The Add Reference window will appear. Click on the ellipsis box next to the Reference Person Name field.



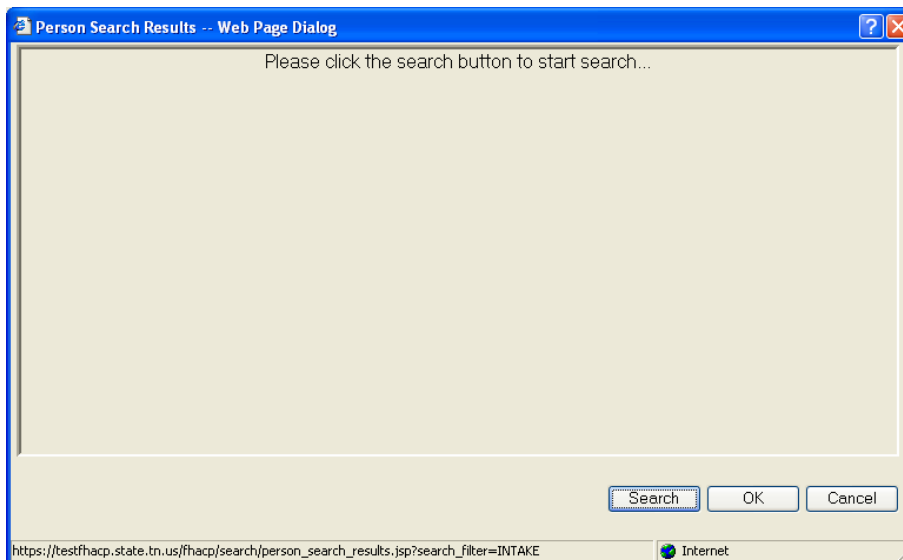
Selected?	Person ID	Person Name
<input type="checkbox"/>	118990	Maxwell, Marshall
<input type="checkbox"/>	118992	Maxwell, Wilma

Save Close Cancel All

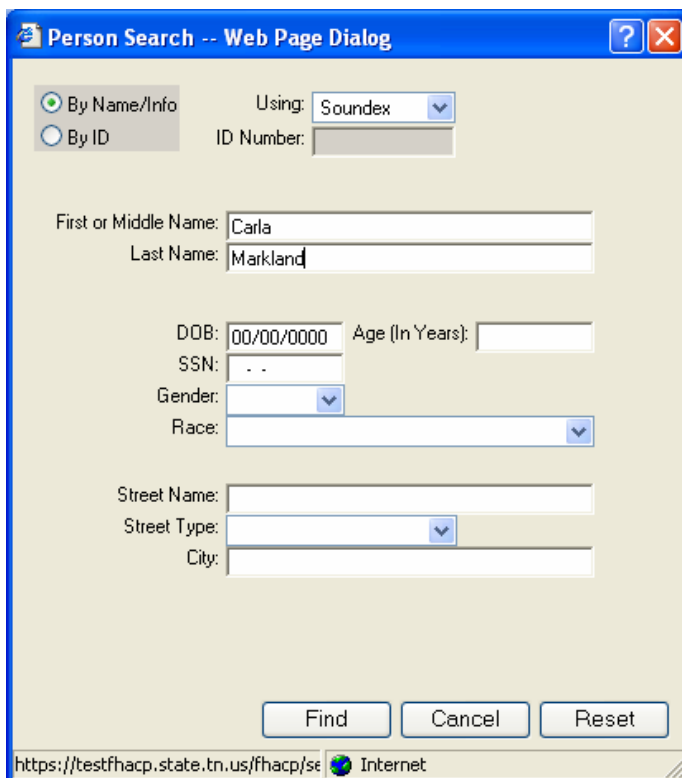
https://testfhacp.state.tn.us/fhacp/hoi Internet

Persons already in the household will appear. Click Close to continue to add a reference.

## Adding a Reference – continued

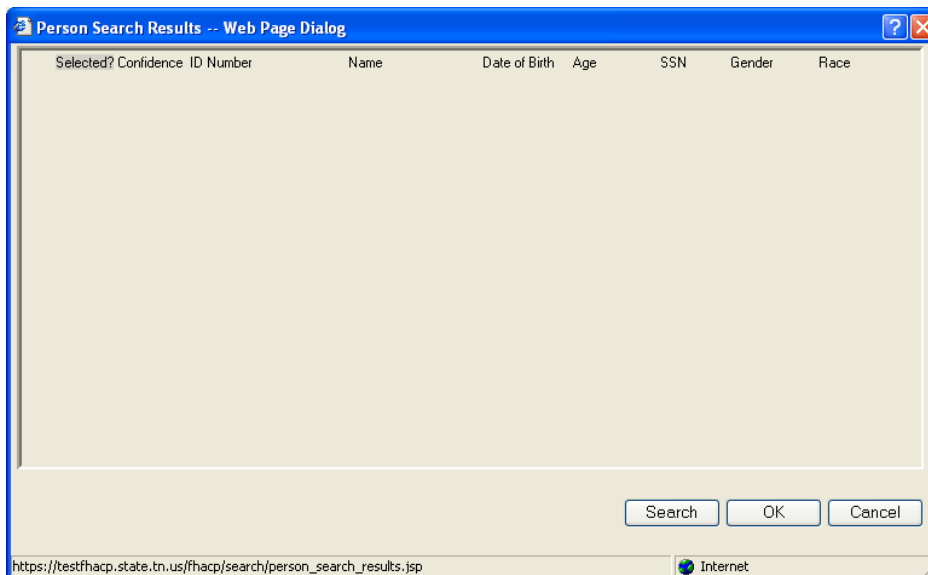


Before adding a reference to TNKids, a Search must be performed to see if the person already exists. Click Search to continue.

A screenshot of a web browser window titled "Person Search -- Web Page Dialog". The dialog contains search criteria fields. At the top left, there are two radio buttons: "By Name/Info" (selected) and "By ID". To the right of "By Name/Info" is a "Using:" dropdown menu set to "Soundex". Below "By ID" is an "ID Number:" text field. The main section contains several text and dropdown fields: "First or Middle Name:" with the value "Carla", "Last Name:" with the value "Markland", "DOB:" with the value "00/00/0000", "Age (In Years):" (empty), "SSN:" with the value "...", "Gender:" with a dropdown arrow, "Race:" with a dropdown arrow, "Street Name:" (empty), "Street Type:" with a dropdown arrow, and "City:" (empty). At the bottom right, there are three buttons: "Find", "Cancel", and "Reset". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/se" and the "Internet" icon.

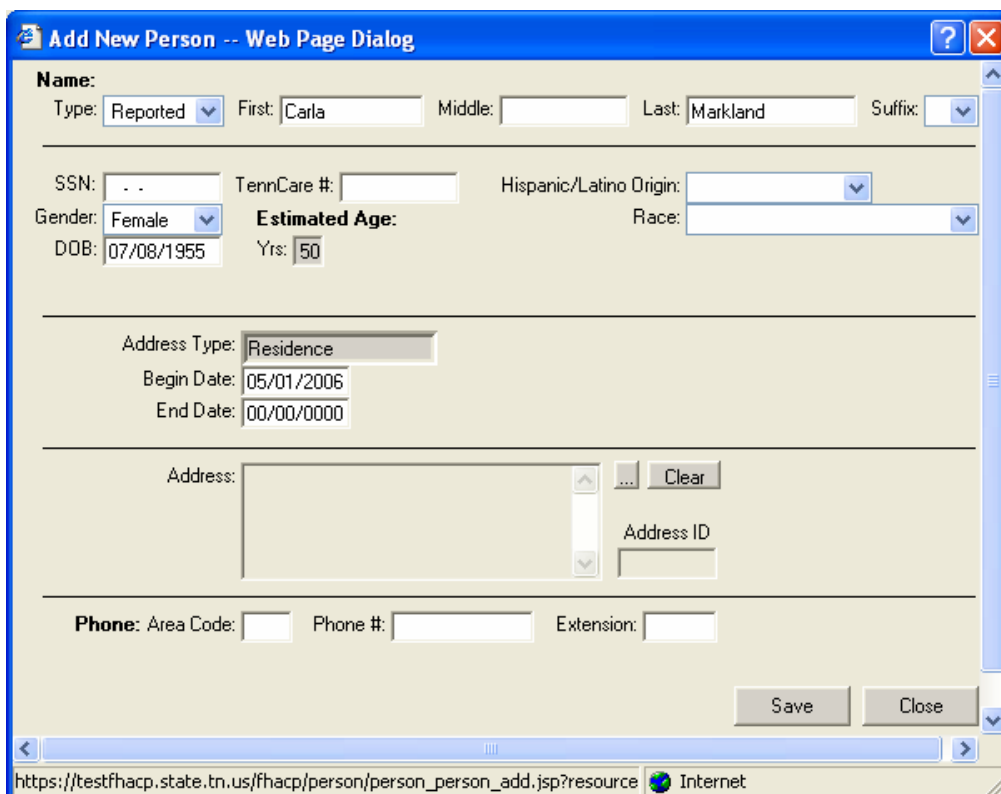
A Search Criteria window will appear. Enter applicable search criteria and click Find.

## Adding a Reference – continued



A web page dialog box titled "Person Search Results -- Web Page Dialog". It features a table with the following headers: "Selected?", "Confidence", "ID Number", "Name", "Date of Birth", "Age", "SSN", "Gender", and "Race". The table body is currently empty. At the bottom right, there are three buttons: "Search", "OK", and "Cancel". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/search/person\_search\_results.jsp" and the "Internet" icon.

If the person is found in the search results, select the person's name and click OK. Otherwise, click Cancel and add the person to the database in the Add Person window. Minimum information required for a reference is name, address, and phone number.



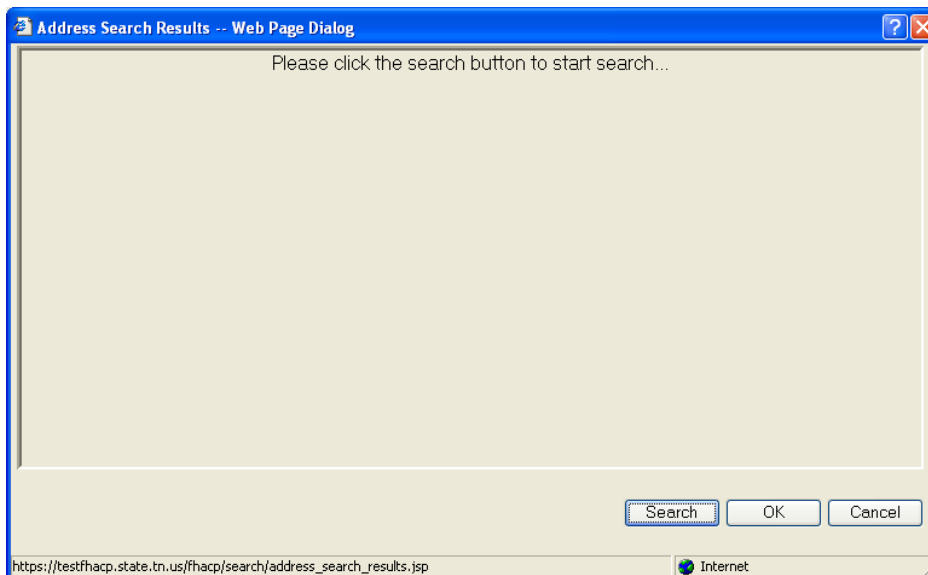
A web page dialog box titled "Add New Person -- Web Page Dialog". It contains several form fields for entering person information:

- Name:** Type:  First:  Middle:  Last:  Suffix:
- SSN:**  **TennCare #:**  **Hispanic/Latino Origin:**
- Gender:**  **Estimated Age:**  **Race:**
- DOB:**  **Yrs:**
- Address Type:**  **Begin Date:**  **End Date:**
- Address:**   **Address ID:**
- Phone:** **Area Code:**  **Phone #:**  **Extension:**

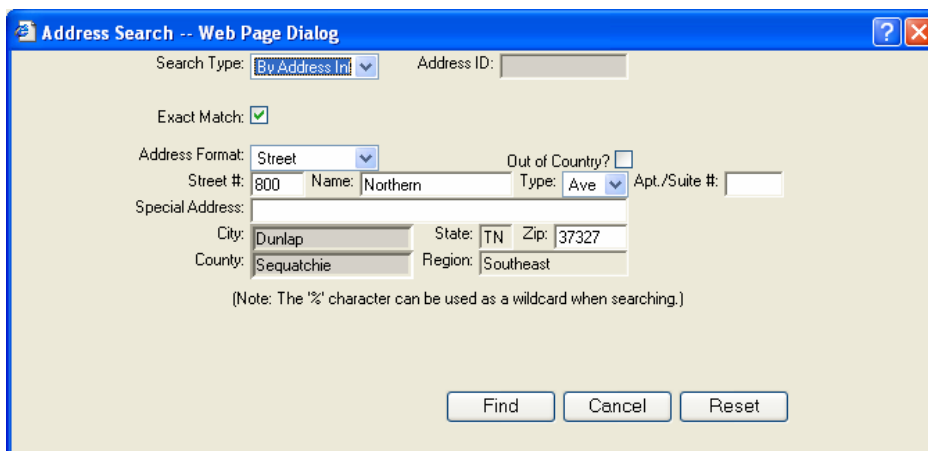
At the bottom right, there are two buttons: "Save" and "Close". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/person/person\_person\_add.jsp?resource" and the "Internet" icon.

Click on the ellipsis box next to Address to add an address.

## Adding a Reference – continued

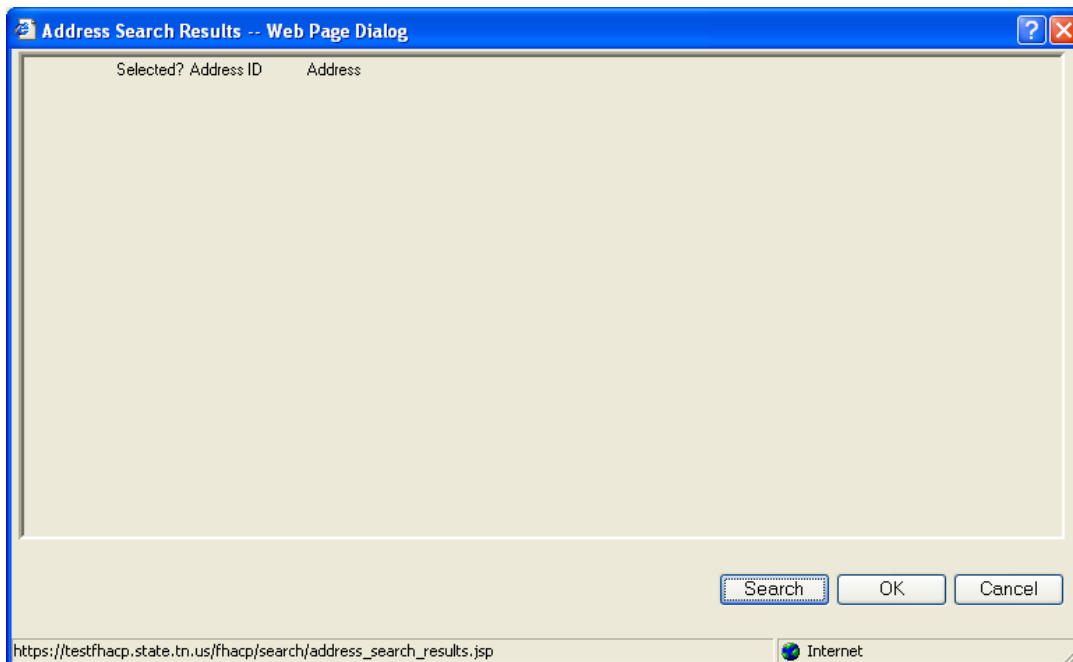


An address search is required before entering the address. Click Search.



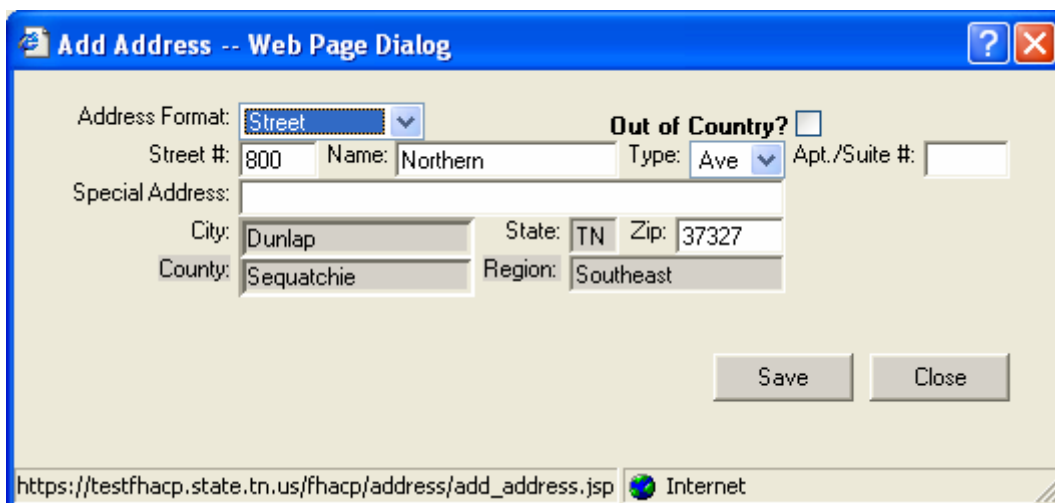
Enter the address search criteria.

## Adding a Reference – continued



A screenshot of a web browser window titled "Address Search Results -- Web Page Dialog". The window contains a large, empty table with two columns: "Selected?" and "Address ID". Below the table, there are three buttons: "Search", "OK", and "Cancel". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/search/address\_search\_results.jsp" and an "Internet" icon.

If the address is found, select the address and click OK. Otherwise, click Cancel.



A screenshot of a web browser window titled "Add Address -- Web Page Dialog". The window contains a form with the following fields and controls:

- Address Format:  (dropdown menu)
- Out of Country? ☐
- Street #:  Name:  Type:  (dropdown menu) Apt./Suite #:
- Special Address:
- City:  State:  Zip:
- County:  Region:

At the bottom right, there are two buttons: "Save" and "Close". The status bar at the bottom shows the URL "https://testfhacp.state.tn.us/fhacp/address/add\_address.jsp" and an "Internet" icon.

If this is a new address, enter it in the Add Address window and click Save.

**Adding a Reference – continued**

**Add New Person -- Web Page Dialog**

**Name:**  
Type:  First:  Middle:  Last:  Suffix:

SSN:  TennCare #:  Hispanic/Latino Origin:   
Gender:  **Estimated Age:**  Race:   
DOB:  Yrs:

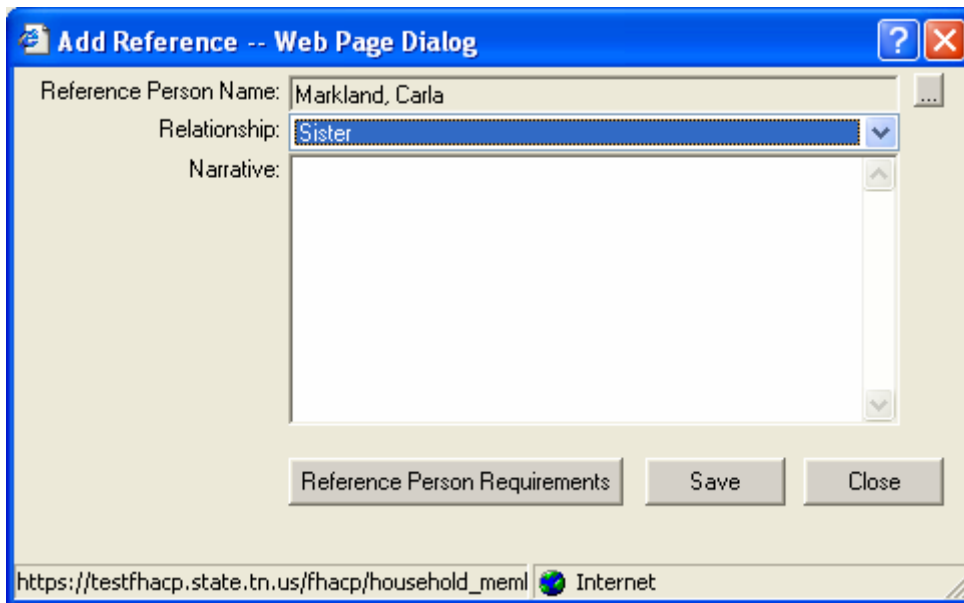
Address Type:   
Begin Date:   
End Date:

Address:     
Address ID:

**Phone:** Area Code:  Phone #:  Extension:

https://testfhacp.state.tn.us/fhacp/person/person\_person\_add.jsp?resource

Enter the telephone number and click Save. In this example, the telephone number is intentionally left blank to illustrate how to add a phone number later if forgotten.

**Adding a Reference – continued**

**Add Reference -- Web Page Dialog**

Reference Person Name: Markland, Carla

Relationship: Sister

Narrative:

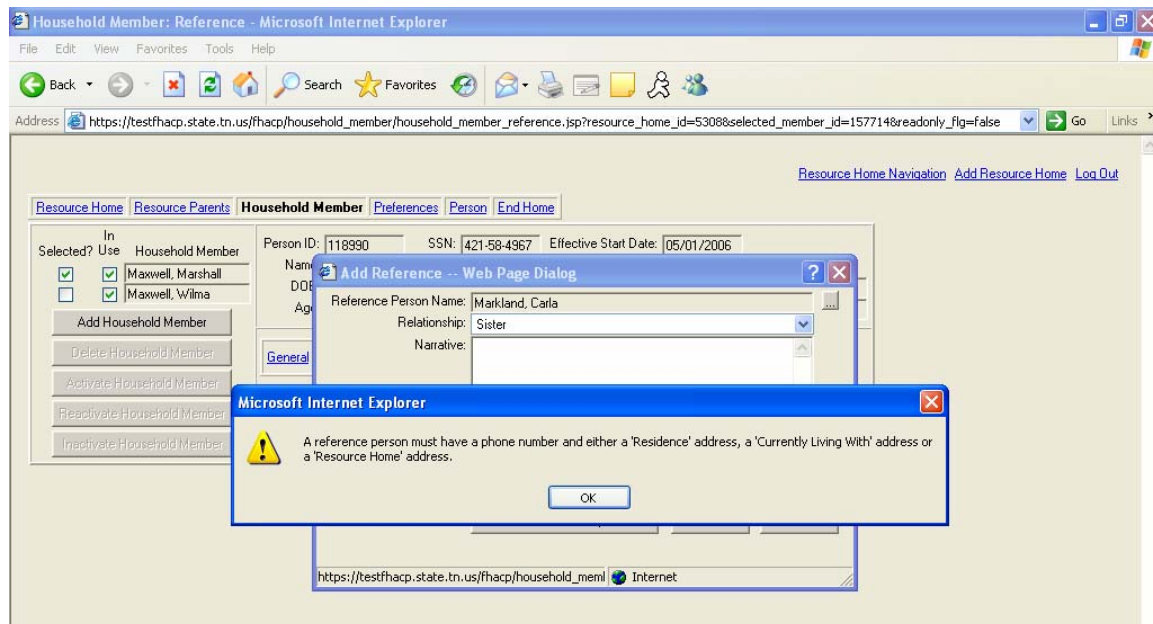
Reference Person Requirements Save Close

https://testfhacp.state.tn.us/fhacp/household\_mem... Internet

Specify the relationship between the household member and the reference person. If the relationship is Other Non-Relative, Other Relative, or None, enter a narrative describing the relationship (i.e. Neighbor, Friend, Church Member). Click Save.



## Missing Reference Person Requirements



If the reference person does not have a phone number and address in the system, you will see this warning message. Click OK. Click on the Reference Person Requirements button.

SSN:  TennCare #:

Gender:  Estimated Age:

DOB:  Yrs:

---

Address Type: Residence

Begin Date:

---

Address:  Address ID:

---

Area Code:  Phone #:  Extension:

https://testfhacp.state.tn.us/fhacp/person/person\_re Internet

Add the missing information. Remember that phone numbers are entered without dashes.

## Completed Reference Sub Tab

Household Member: Reference - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Address Book Groups

Address: [https://testfhacp.state.tn.us/fhacp/household\\_member/household\\_member\\_reference.jsp?resource\\_home\\_id=5308&selected\\_member\\_id=157714&readonly\\_flg=false](https://testfhacp.state.tn.us/fhacp/household_member/household_member_reference.jsp?resource_home_id=5308&selected_member_id=157714&readonly_flg=false) Go Links

[Resource Home Navigation](#) [Add Resource Home](#) [Log Out](#)

[Resource Home](#) [Resource Parents](#) **Household Member** [Preferences](#) [Person](#) [End Home](#)

In Selected? Use Household Member

☒ ☒ Maxwell, Marshall

☐ ☒ Maxwell, Wilma

Add Household Member

Delete Household Member

Activate Household Member

Reactivate Household Member

Inactivate Household Member

Person ID: 118990 SSN: 421-58-4967 Effective Start Date: 05/01/2006

Name: Maxwell, Marshall Effective End Date: 00/00/0000

DOB: 04/12/1960 Gender: Male Member Type: Foster Parent

Age: 46 Yrs Status: Pending Approval

[General](#) [Member Type](#) [Address](#) [Verification](#) [Relationship](#) **Reference** [In-Service Training](#) [Approval](#) [Status](#)

	Person ID	Reference Person Name	Relationship
<a href="#">Edit</a>	118998	Conner, Dean	Other Non-Relative
<a href="#">Edit</a>	115586	Love, Marsha	Other Non-Relative
<a href="#">Edit</a>	118996	Markland, Carla	Sister
<a href="#">Edit</a>	66760	Wells, Mike	Other Non-Relative

Add Delete

Continue adding references until all have been entered.

## Foster Co-Parent/Other Adult Requirements

Household Member: General - Microsoft Internet Explorer

Address: [https://testfhcp.state.tn.us/fhcp/household\\_member/household\\_member\\_general.jsp?resource\\_home\\_id=5308&selected\\_member\\_id=157716&readonly\\_flg=false](https://testfhcp.state.tn.us/fhcp/household_member/household_member_general.jsp?resource_home_id=5308&selected_member_id=157716&readonly_flg=false)

Resource Home Navigation Add Resource Home Log Out

Resource Home Resource Parents Household Member Preferences Person End Home

In Household Member

Selected? Use

☐ Maxwell, Marshall

☒ Maxwell, Wilma

Add Household Member

Delete Household Member

Activate Household Member

Reactivate Household Member

Inactivate Household Member

Person ID: 118992 SSN: 478-11-2452 Effective Start Date: 05/01/2006 Effective End Date: 00/00/0000

Name: Maxwell, Wilma DOB: 02/02/1961 Gender: Female Member Type: Foster Co-Parent Status: Pending Approval

Age: 45 Yrs

General Member Type Address Verification Relationship Reference In-Service Training Approval Status

Effective Start Date: 05/01/2006 Effective End Date: 00/00/0000

E-Mail Address: wilma@aol.com

Medical History Verification Date: 05/12/2006

Prior Foster Care Experience? No

Face-To-Face Interview Date: 05/12/2006 Narrative

Local Criminal Records Check Date: 05/13/2006

Finger Printed Date: 05/15/2006

Finger Printing Results Cleared Date: 05/20/2006

PATH Intake Meeting Date: 05/21/2006

PATH Training Completed Date: 06/21/2006

PATH Waiver Date: 00/00/0000

Save Revert Changes

The same information that is required for the foster parent approval is also required for the foster co-parent. Additional information is also required for other adults in the home. Select the foster co-parent from the left side of the window by clicking in the Selected box beside their name. Enter the General sub tab information and dates. Remember to click Save before leaving this tab.

## Foster Co-Parent/Other Adult Requirements – continued

Household Member: Verification - Microsoft Internet Explorer

Address: [https://testfhcp.state.tn.us/fhacp/household\\_member/household\\_member\\_verification.jsp?resource\\_home\\_id=5308&selected\\_member\\_id=157716&readonly\\_flg=false](https://testfhcp.state.tn.us/fhacp/household_member/household_member_verification.jsp?resource_home_id=5308&selected_member_id=157716&readonly_flg=false)

Resource Home Navigation Add Resource Home Log Out

Resource Home Resource Parents **Household Member** Preferences Person End Home

In	Selected?	Use	Household Member
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Maxwell, Marshall
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Maxwell, Wilma

Add Household Member  
Delete Household Member  
Activate Household Member  
Reactivate Household Member  
Inactivate Household Member

Person ID: 118992 SSN: 478-11-2452 Effective Start Date: 05/01/2006  
Name: Maxwell, Wilma Effective End Date: 00/00/0000  
DOB: 02/02/1961 Gender: Female Member Type: Foster Co-Parent  
Age: 45 Yrs Status: Pending Approval

General Member Type Address **Verification** Relationship Reference In-Service Training Approval Status

**Birth Date:**  
DOB: 02/02/1961  
Verified? ☒ On: 07/06/2006 03:25 PM By: Vision, Omni (EV)

**Social Security Number:**  
SSN: 478-11-2452  
Verified? ☒ On: 07/06/2006 03:25 PM By: Vision, Omni (EV)

View SSA Confirmation Save Revert Changes

Click on the Verification sub tab and enter the verification information for the person selected. Click Save.

**Foster Co-Parent/Other Adult Requirements – continued**

**Add New Person -- Web Page Dialog**

**Name:**  
Type:  First:  Middle:  Last:  Suffix:

SSN:  TennCare #:  Hispanic/Latino Origin:   
Gender:  **Estimated Age:**  Race:   
DOB:  Yrs:

Address Type:   
Begin Date:   
End Date:

Address:   
Dunlap, TN 37327  
Sequatchie County, Southeast Region  
Address ID:

**Phone:** Area Code:  Phone #:  Extension:

https://testfhacp.state.tn.us/fhacp/person/person\_person\_add.jsp?resource

Other non-relative references are automatically generated for the foster co-parent from the foster parent's references. The user must still add the relative reference for the foster co-parent. Go to the Reference sub tab and click Add Reference. Search for the person to be added and if they are not already in the system, add them on the Add New Person window as shown above. Remember that the required information for references is name, address, and phone number (without dashes).

## Foster Co-Parent/Other Adult Requirements – continued

Household Member: Reference - Microsoft Internet Explorer

Address: [https://testfhcp.state.tn.us/fhacp/household\\_member/household\\_member\\_reference.jsp?resource\\_home\\_id=5308&selected\\_member\\_id=157716&readonly\\_flg=false](https://testfhcp.state.tn.us/fhacp/household_member/household_member_reference.jsp?resource_home_id=5308&selected_member_id=157716&readonly_flg=false)

[Resource Home Navigation](#) [Add Resource Home](#) [Log Out](#)

[Resource Home](#) [Resource Parents](#) **Household Member** [Preferences](#) [Person](#) [End Home](#)

In Selected? Use Household Member

☐ Maxwell, Marshall

☒ Maxwell, Wilma

☒ Maxwell, Wilma

[Add Household Member](#)

[Delete Household Member](#)

[Activate Household Member](#)

[Reactivate Household Member](#)

[Inactivate Household Member](#)

Person ID: 118992 SSN: 478-11-2452 Effective Start Date: 05/01/2006

Name: Maxwell, Wilma Effective End Date: 00/00/0000

DOB: 02/02/1961 Gender: Female Member Type: Foster Co-Parent

Age: 45 Yrs Status: Pending Approval

[General](#) [Member Type](#) [Address](#) [Verification](#) [Relationship](#) **Reference** [In-Service Training](#) [Approval](#) [Status](#)

	Person ID	Reference Person Name	Relationship
<a href="#">Edit</a>	118998	Conner, Dean	Other Non-Relative
<a href="#">Edit</a>	119002	Lawson, Lori	Half Sister
<a href="#">Edit</a>	115586	Love, Marsha	Other Non-Relative
<a href="#">Edit</a>	66760	Wells, Mike	Other Non-Relative

[Add](#) [Delete](#)

Indicate the relative reference's relationship to the foster co-parent. This is how the completed Reference sub tab appears.

## Person Tab/General Sub Tab Primary/Secondary Language Identification

The screenshot shows a web browser window titled "Person: General - Microsoft Internet Explorer". The address bar displays the URL: [https://testfhacp.state.tn.us/fhacp/person/person\\_general.jsp?resource\\_home\\_id=5308&selected\\_person\\_id=118990&readonly\\_flg=false](https://testfhacp.state.tn.us/fhacp/person/person_general.jsp?resource_home_id=5308&selected_person_id=118990&readonly_flg=false). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Home, Search, Favorites, Print, and other standard browser functions.

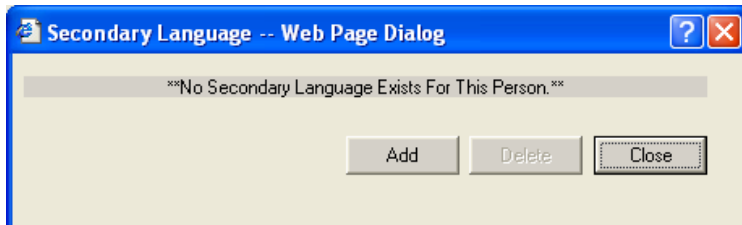
The main content area displays a form titled "Person: General" with several tabs: Resource Home, Resource Parents, Household Member, Preferences, Person, and End Home. The "Person" tab is currently selected. The form contains the following fields and sections:

- Selected?** A checkbox labeled "Maxwell, Marshall" is checked.
- Foster** A checkbox labeled "Maxwell, Wilma" is checked.
- ID Number:** 118990
- Names:** General, Address, Telephone
- SSN:** 421-58-4967
- TennCare #:** . . .
- Gender:** Male
- Estimated Age:** Yrs: 46
- DOB:** 04/12/1960
- Marital Status:** Married
- TN Resident:** Yes
- U.S. Citizen:** Yes
- Legal Alien:** Not Applicable
- Citizenship:** USA
- Primary Language:** (dropdown menu)
- Secondary Language?** (dropdown menu)
- Hispanic/Latino Origin:** No
- Gang Member:** Unknown
- Place Of Birth:** City: (text field), State: (dropdown menu), Country: (text field)
- Professional Area:** (dropdown menu)
- Professional Title:** (text field)
- Date Deceased:** 00/00/0000
- Cause of Death:** (text field)
- Worker Alerts:** (text field)

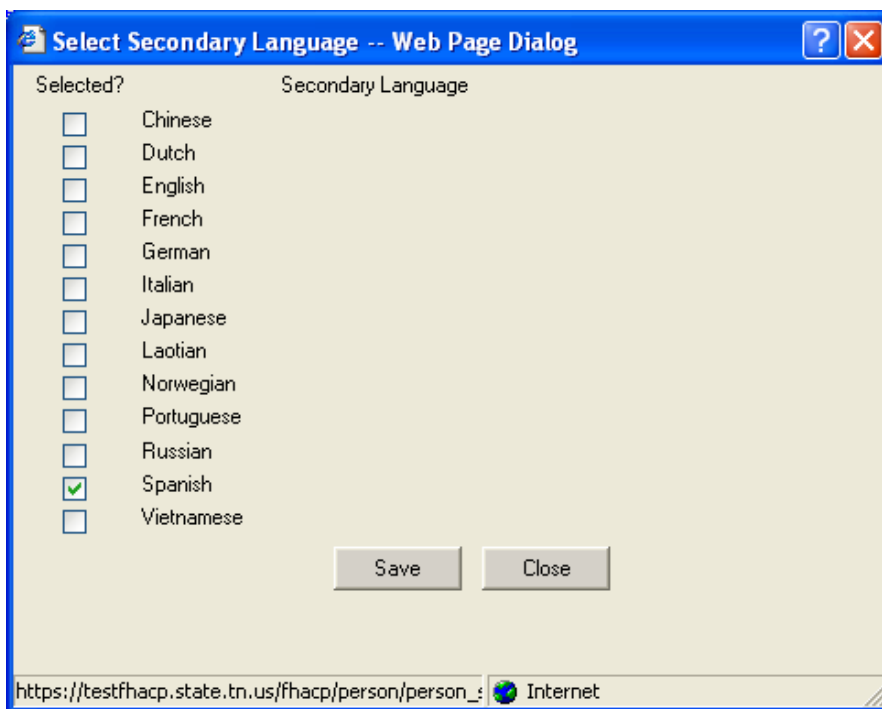
At the bottom of the form, there are four buttons: View SSA Confirmation, Place, Save, and Revert Changes.

To identify the primary and secondary language for adults in the home, go to the Person tab General sub tab. Choose the primary language from the drop down list. If the person has a secondary language click the ellipsis box next to Secondary Language?.

## Adding a Secondary Language



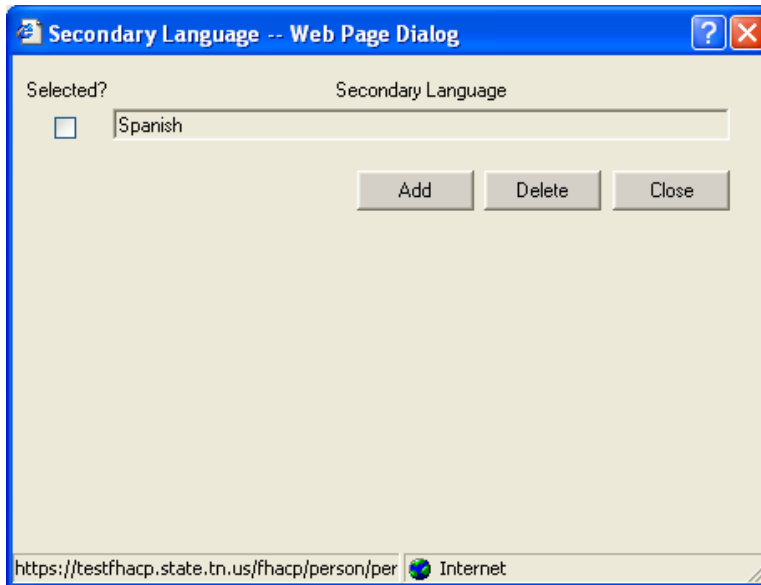
Any previously identified secondary languages will be displayed. To add an additional secondary language, click Add.



Select all appropriate languages and click Save.



## Adding a Secondary Language – continued



You are returned to the list of secondary languages identified. Click Close to close this window.

The completed General sub tab appears as above. Remember to click Save before leaving this tab.

## Primary/Secondary Language Identification for Foster Co-Parent/Other Adult

Person: General - Microsoft Internet Explorer

Address: [https://testfhacp.state.tn.us/fhacp/person/person\\_general.jsp?resource\\_home\\_id=5308&selected\\_person\\_id=118990&readonly\\_flg=false](https://testfhacp.state.tn.us/fhacp/person/person_general.jsp?resource_home_id=5308&selected_person_id=118990&readonly_flg=false)

Resource Home Navigation Add Resource Home Log Out

Resource Home Resource Parents Household Member Preferences Person End Home

Selected? Person Name Foster ID Number: 118992

Selected?	Person Name	Foster
<input type="checkbox"/>	Maxwell, Marshall	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Maxwell, Wilma	<input checked="" type="checkbox"/>

Names General Address Telephone

SSN: 478-11-2452 TennCare #: . . . Marital Status: Married

Gender: Female Estimated Age: TN Resident: Yes

DOB: 02/02/1961 Yrs: 45 U.S. Citizen: Yes

Legal Alien: Not Applicable

Place Of Birth: City: State: Citizenship: USA

Country: Country: Primary Language: English

Professional Area: Secondary Language: No

Professional Title: Hispanic/Latino Origin: No

Date Deceased: 00/00/0000 Cause of Death: Gang Member: Unknown

Worker Alerts:

View SSA Confirmation Place Save Revert Changes

To enter the primary and secondary language responses for other household members, select the person on the left side of the screen by clicking in the Selected? box next to the person's name. Enter the Primary Language and Secondary Language. If no secondary language exists, choose No from the drop down list. Remember to click Save before leaving this tab.

## Preferences

Preferences: Placement - Microsoft Internet Explorer

Address: [https://testfhacp.state.tn.us/fhacp/preferences/preferences\\_placement.jsp?resource\\_home\\_id=5308&readonly\\_flg=false](https://testfhacp.state.tn.us/fhacp/preferences/preferences_placement.jsp?resource_home_id=5308&readonly_flg=false)

Resource Home Navigation Add Resource Home Log Out

Resource Home Resource Parents Household Member **Preferences** Person End Home

Gender Preference: Both Will Accept Sibling Groups? Yes

Age Range: 0-17 Will Accept Behavioral Conditions? No Behavioral Conditions

Will Accept Physical Conditions? Yes - Any Physical Conditions

Save Revert Changes

Placement Behavioral Conditions Physical Conditions

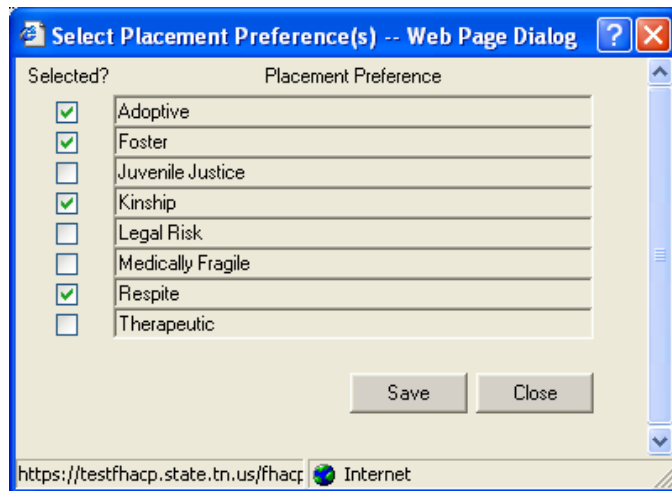
\*\*\*No Placement Preference Exists For This Resource Home.\*\*\*

Add Delete

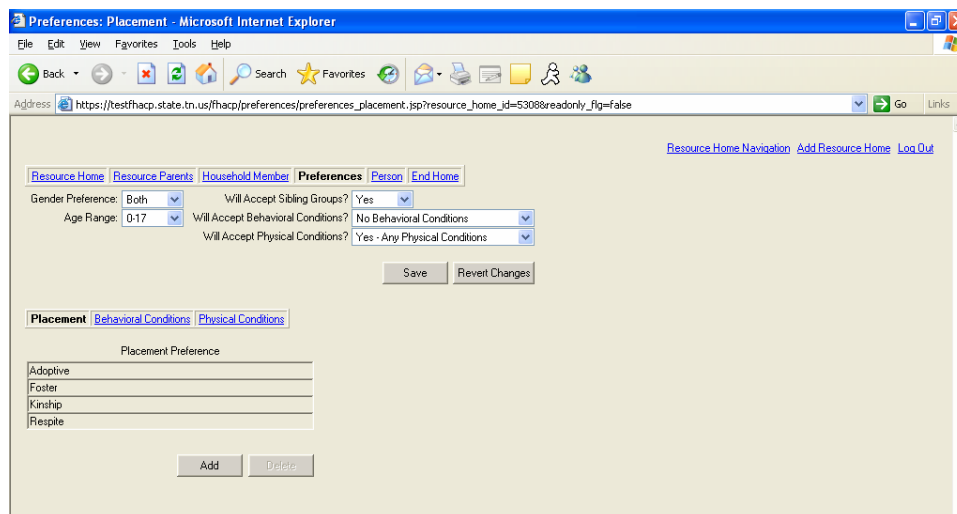
To enter Resource Home preferences, go to the Preferences tab. Enter the Gender Preference, Age Range, Accept Sibling Groups?, Accept Behavioral Conditions?, and Accept Physical Conditions?. If you choose Yes-Specific Behavior Conditions or Yes-Specific Physical Conditions, you must identify which conditions will be accepted. Click Save to save these entries.

To add a Placement preference, click the Add button.

## Selecting Placement Preference(s)

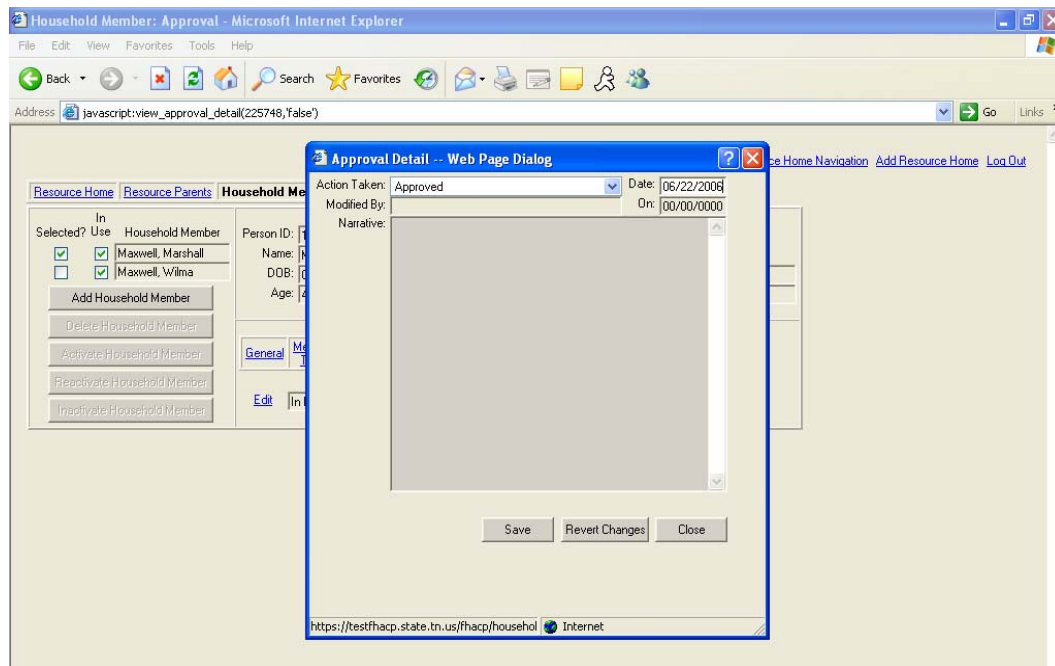


Select all placement preferences and click Save.

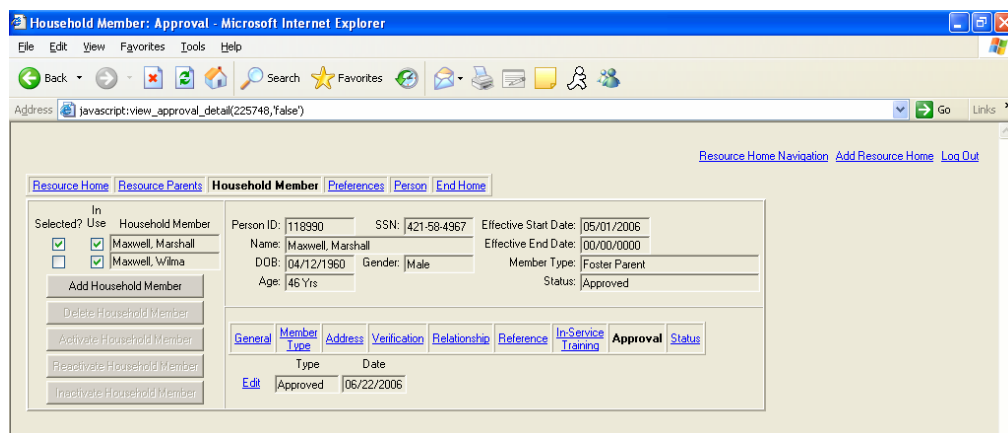


The Preferences tab will appear as above when completed.

## Household Member Tab/Approval Sub Tab Approval of Foster Parent



Return to the Household Member tab, select the person to be approved on the left side of the window and click on the Approval sub tab. Click Edit to enter an approval or unapproval. Choose the appropriate value from the drop down list and enter the date. Enter Approval Narrative. Click Save.



This shows that the person is now approved.

## Household Member Tab/Approval Sub Tab Approval of Foster Co-Parent/Other Adult

Household Member: Approval - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Address Book Recent

Address [javascript:view\\_approval\\_detail\(225750,false\)](javascript:view_approval_detail(225750,false)) Go Links

[Resource Home Navigation](#) [Add Resource Home](#) [Log Out](#)

[Resource Home](#) [Resource Parents](#) [Household Member](#) [Preferences](#) [Person](#) [End Home](#)

In	Household Member
<input type="checkbox"/>	Maxwell, Marshall
<input checked="" type="checkbox"/>	Maxwell, Wilma

[Add Household Member](#)  
[Delete Household Member](#)  
[Activate Household Member](#)  
[Reactivate Household Member](#)  
[Inactivate Household Member](#)

Person ID: 118992 SSN: 478-11-2452 Effective Start Date: 05/01/2006  
Name: Maxwell, Wilma Effective End Date: 00/00/0000  
DOB: 02/02/1961 Gender: Female Member Type: Foster Co-Parent  
Age: 45 Yrs Status: Approved

[General](#) [Member Type](#) [Address](#) [Verification](#) [Relationship](#) [Reference](#) [In-Service Training](#) [Approval](#) [Status](#)

Type	Date
Approved	06/22/2006

Repeat the steps above to approve the foster co-parent and any other adult in the home.

## Resource Home Tab/Family Structure Sub Tab

Resource Home Family Structure Information - Microsoft Internet Explorer

Address: [https://testfhcp.state.tn.us/fhacp/resource\\_home/resource\\_home\\_family\\_structure.jsp?resource\\_home\\_id=5308&readonly\\_flg=false](https://testfhcp.state.tn.us/fhacp/resource_home/resource_home_family_structure.jsp?resource_home_id=5308&readonly_flg=false)

Resource Home Navigation Add Resource Home Log Out

**Resource Home** Resource Parents Household Member Preferences Person End Home

Resource Home ID: 4524 Activation Period ID: 5308 Classification: Contract Resource Home  
Foster Parent: Maxwell, Marshall Status: Pending Approval  
Foster Co-Parent: Maxwell, Wilma Approval Status: Approval In Process  
Activation Date: 05/01/2006 End Date: 00/00/0000 Ownership Region:  
Vendor ID: 1415 Vendor Name: OMNI VISIONS INCORPORATED

General Classification **Family Structure** Address Office Location Referral Source Corrective Action Approval Status

Family Structure	Marriage Certificate Verified Date	Begin Date	End Date	Foster Parent	Foster Co-Parent
Married Couple	05/15/2006	05/01/2006	00/00/0000	Maxwell, Marshall	Maxwell, Wilma

Add Delete Save Revert Changes

On the Resource Home tab, click the Family Structure sub tab. If the resource home couple is married, the Marriage Certificate Verified Date is required to be entered here. Click Save before leaving this tab.

## Resource Home Tab/Approval Sub Tab Entering the Home Visit Date and Narrative

Resource Home Approval Information - Microsoft Internet Explorer

Address: javascript:view\_general\_detail(5140,False)

Resource Home Navigation Add Resource Home Log Out

Resource Home Resource Parents Household Member Preferences Person End Home

Resource Home ID: 4524 Activation Period ID: 5308 Classification: Contract Resource Home  
Foster Parent: Maxwell, Marshall Status: Pending Approval  
Foster Co-Parent: Maxwell, Wilma Approval Status: Approval In Process  
Activation Date: 05/01/2006 End Date: 00/00/0000 Ownership Region:  
Vendor ID: 1415 Vendor Name: OMNI VISIONS INCORPORATED

General Classification Family Structure Address Office Location Referral Source Corrective Action Approval Status

Type	Begin Date	End Date
Approval In Process	00/00/0000	00/00/0000

Approve Expedited Home Approve Resource Home

On the Approval tab, click on the General link.

Resource Home Approval: General Information -- Web Page Dialog

Approval Type:

Begin Date: 00/00/0000 Entered By:

End Date: 00/00/0000 Entered By:

Home Visit Date: 05/15/2006 Narrative

Save Revert Changes Close

https://testfhacp.state.tn.us/fhacp/resource\_home/reso Internet

Add the Home Visit Date and click on the Narrative box to enter the narrative.



## Resource Home Tab/Approval Sub Tab

### Entering the Home Visit Date and Narrative - continued

**Home Visit Narrative -- Web Page Dialog**

**Note: Narrative is allowed to store up to 32,000 characters. Anything above 32,000 characters will be ignored.**

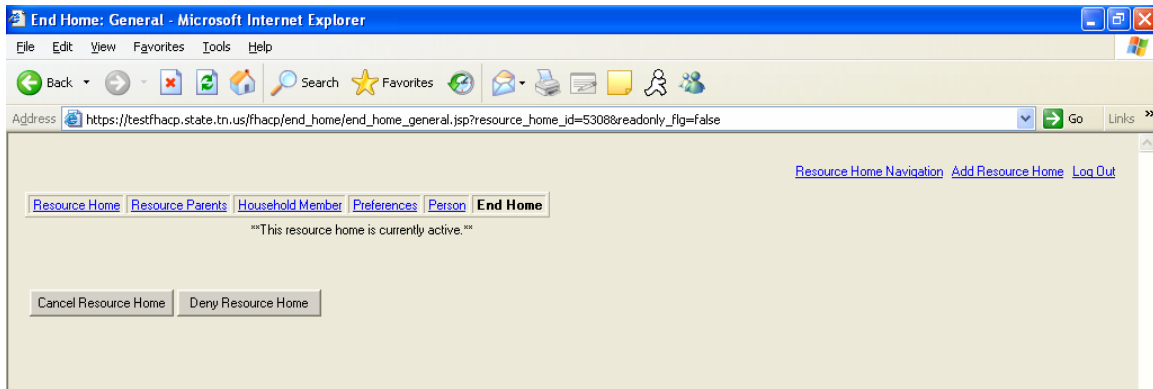
Narrative: Home Visit Narrative goes here.....

Save Revert Changes Close

https://testfhacp.state.tn.us/fhacp/resource\_home/resource\_home\_generic\_narrative.jsp? Internet

Enter the home visit narrative and click Save.

## Denying or Canceling a Home



If a home is to be denied or cancelled, go to the End Home tab and click on the appropriate button. Enter the required information.

## Final Resource Home Approval

Resource Home Approval Information - Microsoft Internet Explorer

Address: [https://testfhacp.state.tn.us/fhacp/resource\\_home/resource\\_home\\_approval.jsp?resource\\_home\\_id=5308&readonly\\_flg=false](https://testfhacp.state.tn.us/fhacp/resource_home/resource_home_approval.jsp?resource_home_id=5308&readonly_flg=false)

Resource Home Navigation Add Resource Home Log Out

Resource Home Resource Parents Household Member Preferences Person End Home

Resource Home ID: 4524 Activation Period ID: 5308 Classification: Contract Resource Home

Foster Parent: Maxwell, Marshall Status: Pending Approval

Foster Co-Parent: Maxwell, Wilma Approval Status: Approval In Process

Activation Date: 05/01/2006 End Date: 00/00/0000 Ownership Region:

Vendor ID: 1415 Vendor Name: OMNI VISIONS INCORPORATED

General Classification Family Structure Address Office Location Referral Source Corrective Action Approval Status

Approval Type: Approval In Process Type: Approval In Process Begin Date: 00/00/0000 End Date: 00/00/0000

Approve Expedited Home Approve Resource Home

To make the final approval of the home after entering all of the required data, go to the Resource Home tab, Approval sub tab. Click on the Approval In Process Type. Click on the correct Approval button (Approve Expedited or Approve Resource).

Resource Home Approval: Approve Resource Home -- Web...

Approval Type: APPROVED Narrative

Begin Date: 06/22/2006

Home Visit Date: 05/15/2006 Narrative

Maximum Number Of Children: 4

Calculate Re-Approval Date Annually? ☒

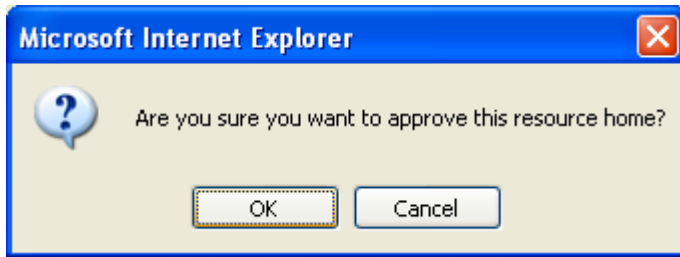
Next Approval Due Date: 06/22/2007

Save Revert Changes Close

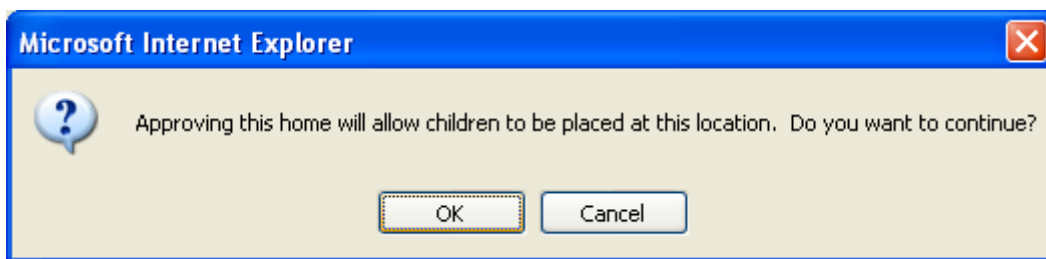
<https://testfhacp.state.tn.us/fhacp/resource> Internet

Enter the Begin Date and Maximum Number of Children. Click Save to continue.

## Resource Home Approval Confirmations



Before the home is approved, two confirmations are necessary. Click OK to continue.



Click OK to continue.

## Re-Approval of a Home

**Maintain Resource Home - Microsoft Internet Explorer**

Address: [https://testfhacp.state.tn.us/fhacp/resource\\_home\\_default.jsp](https://testfhacp.state.tn.us/fhacp/resource_home_default.jsp)

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 4060	4844	ok, web1	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4066	4850	ok, web5	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4518	5302	Okeke, Private33	06/30/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4062	4846	Okeke, Web3	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4064	4848	Okeke, web4	05/05/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4520	5304	OkOk, Private44	07/01/2005	00/00/0000	Contract Resource Home

**Approved Expedited Home**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 3768	4552	Home1, Internet	01/01/2006	00/00/0000	Contract Resource Home

**Denied**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">View</a> 326	718	Hutchings, Barbara A.	01/01/2005	01/01/2006	Shared Resource Home

**Pending Approval**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 3972	4756	a, a a.	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4522	5306	day, larry	05/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4396	5180	J41, PutFather	05/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4524	5308	Maxwell, Marshall	05/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4068	4852	Ok, NewWeb	01/01/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3848	4632	ok, reference	01/01/2001	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3846	4630	Okeke, InternetMan	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3970	4754	p, p p.	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4394	5178	Parent, Placement	01/01/2006	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 3926	4710	Reshome1, Mother	01/01/2005	00/00/0000	Contract Resource Home
<a href="#">Edit</a> 4058	4842	ww, qq	01/01/2006	00/00/0000	Contract Resource Home

**Pending Inactivation**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">View</a> 1094	1486	HOME5, FOSTER	01/01/2006	00/00/0000	Shared Resource Home

**Unapproved**

Resource Home ID	Activation Period ID	Location Name	Begin Date	End Date	Classification
<a href="#">Edit</a> 1090	1482	okeke, play3	03/09/2005	00/00/0000	Contract Resource Home

On the navigation screen, find the Unapproved home. Click Edit.

## Resource Home Tab/Status Sub Tab

Resource Home Status Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail Address Book

Address [https://testfhcp.state.tn.us/fhacp/resource\\_home/resource\\_home\\_status.jsp?resource\\_home\\_id=1482&readonly\\_flg=false](https://testfhcp.state.tn.us/fhacp/resource_home/resource_home_status.jsp?resource_home_id=1482&readonly_flg=false) Go Links

[Resource Home Navigation](#) [Add Resource Home](#) [Log Out](#)

**Resource Home** [Resource Parents](#) [Household Member](#) [Preferences](#) [Person](#) [End Home](#)

Resource Home ID:	1090	Activation Period ID:	1482	Classification:	Contract Resource Home
Foster Parent:	okeke, play3			Status:	Unapproved
Foster Co-Parent:				Approval Status:	Unapproved
Activation Date:	03/09/2005	End Date:	00/00/0000	Ownership Region:	
Vendor ID:	1415	Vendor Name:	OMNI VISIONS INCORPORATED		

[General](#) [Classification](#) [Family Structure](#) [Address](#) [Office Location](#) [Referral Source](#) [Corrective Action](#) [Approval](#) [Status](#)

	Begin Date	End Date	Status
<a href="#">View</a>	03/09/2006 12:00 AM	00/00/0000 00:00 AM	Unapproved
<a href="#">View</a>	03/09/2005 12:00 AM	03/08/2006 12:00 AM	Approved
<a href="#">View</a>	03/09/2005 12:00 AM	03/08/2006 12:00 AM	Pending Approval

View the information on the Resource Home tab Status sub tab.

## Resource Home Tab/Approval Sub Tab General Link

Resource Home Approval: General Information -- Web Page Dialog

Approval Type:

Begin Date:  Entered By:

End Date:  Entered By:

Home Visit Date:  Narrative

Save Revert Changes Close

https://testfhacp.state.tn.us/fhacp/resource\_home/reso Internet

Navigate to the Resource Home tab Approval sub tab. Click on the General link. Enter the Home Visit Date and Narrative. Click Save and then Close.

## Household Member Tab/Approval Sub Tab

The screenshot shows a web browser window titled "Household Member: Approval - Microsoft Internet Explorer provided by Dept of Children's Services". The address bar shows the URL: [https://testfhacp.state.tn.us/fhacp/household\\_member/household\\_member\\_approval.jsp?resource\\_home](https://testfhacp.state.tn.us/fhacp/household_member/household_member_approval.jsp?resource_home). The page has a navigation bar with tabs: [Resource Home](#), [Resource Parents](#), **Household Member**, [Preferences](#), [Person](#), and [End Home](#). Below the tabs, there are links: [Resource Home Navigation](#), [Add Resource Home](#), and [Log Out](#). The main content area is divided into two sections. The left section is titled "In" and contains a table with columns "Selected?" and "Household Member". The table has two rows: one for "Clark, Mickey" with a checked "Selected?" box, and one for "Home, Mike F." with an unchecked "Selected?" box. Below the table are buttons: "Add Household Member", "Delete Household Member", "Activate Household Member", "Reactivate Household Member", and "Inactivate Household Member". The right section contains a form for a selected household member. The form fields are: Person ID: 117932, SSN: 856-74-5896, Effective Start Date: 01/01/2005, Name: Clark, Mickey, Effective End Date: 00/00/0000, DOB: 01/01/1980, Gender: Female, Member Type: Other Adult, Age: 26 Yrs, and Status: Pending Approval. Below the form fields are tabs: [General](#), [Member Type](#), [Address](#), [Verification](#), [Relationship](#), [Reference](#), [In-Service Training](#), **Approval**, and [Status](#). The "Approval" tab is active, showing a table with columns "Type" and "Date". The table has one row: "In Process" with a date of "00/00/0000". There is an "Edit" link next to the "In Process" row.

Selected?	In	Household Member
<input checked="" type="checkbox"/>		Clark, Mickey
<input type="checkbox"/>		Home, Mike F.

Buttons: Add Household Member, Delete Household Member, Activate Household Member, Reactivate Household Member, Inactivate Household Member

Form Fields:

- Person ID: 117932
- SSN: 856-74-5896
- Effective Start Date: 01/01/2005
- Name: Clark, Mickey
- Effective End Date: 00/00/0000
- DOB: 01/01/1980
- Gender: Female
- Member Type: Other Adult
- Age: 26 Yrs
- Status: Pending Approval

Tabs: General, Member Type, Address, Verification, Relationship, Reference, In-Service Training, **Approval**, Status

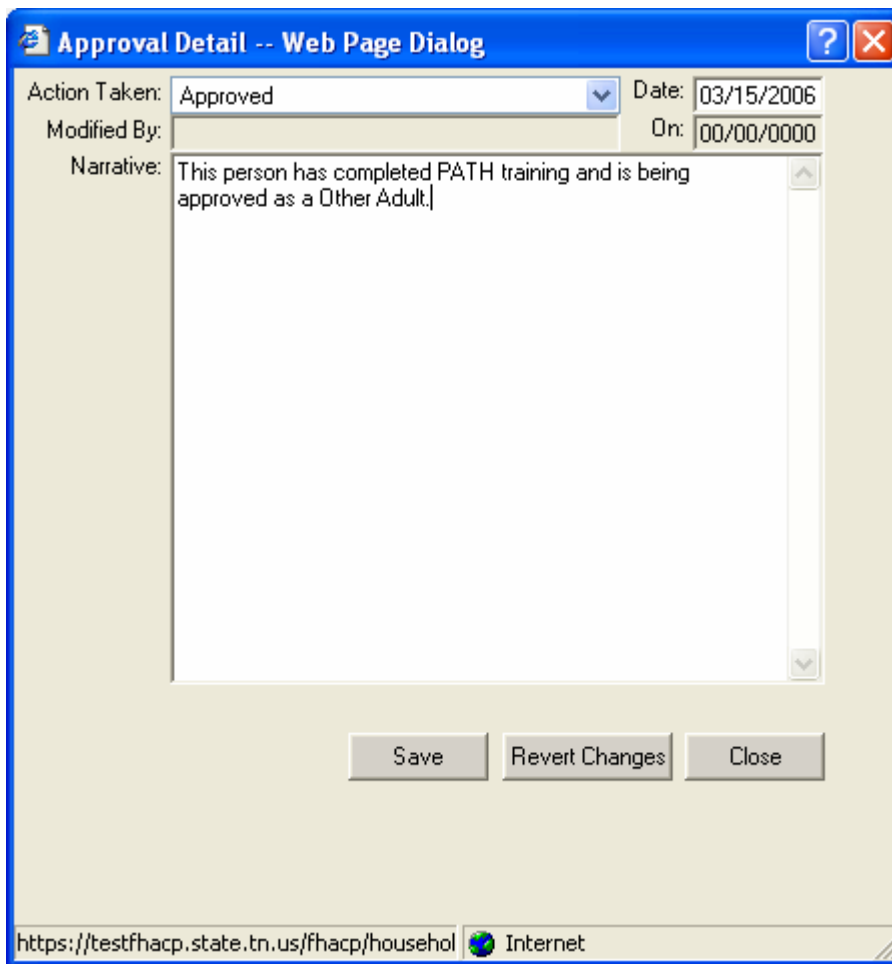
Approval Tab Table:

Type	Date
In Process	00/00/0000

Edit link next to the "In Process" row.

Check to see that all household members are approved. If there are any In Process, enter the required data for that person and click Edit to Approve them.





A screenshot of a web browser window displaying a dialog box titled "Approval Detail -- Web Page Dialog". The dialog box has a blue title bar with a question mark icon and a close button. The main content area is light beige and contains the following fields:

- Action Taken:** A dropdown menu with "Approved" selected.
- Modified By:** An empty text input field.
- Date:** A date picker showing "03/15/2006".
- On:** A date picker showing "00/00/0000".
- Narrative:** A large text area containing the text "This person has completed PATH training and is being approved as a Other Adult." with a vertical scrollbar on the right.

At the bottom of the dialog box, there are three buttons: "Save", "Revert Changes", and "Close". The status bar at the bottom of the browser window shows the URL "https://testfhacp.state.tn.us/fhacp/househol" and a globe icon labeled "Internet".

Enter the approval data and click Save.

## Re-Approval

Resource Home Approval Information - Microsoft Internet Explorer provided by Dept of Children's Services

Address: [https://testfhacp.state.tn.us/fhacp/resource\\_home/resource\\_home\\_approval.jsp?resource\\_home\\_id=45](https://testfhacp.state.tn.us/fhacp/resource_home/resource_home_approval.jsp?resource_home_id=45)

Resource Home Navigation: [Add Resource Home](#) [Log Out](#)

Resource Home: [Resource Parents](#) [Household Member](#) [Preferences](#) [Person](#) [End Home](#)

Resource Home ID: 3734 Activation Period ID: 4518 Classification: Contract Resource Home

Foster Parent: Home, Mike F. Status: Unapproved

Foster Co-Parent: Approval Status: Unapproved

Activation Date: 01/01/2005 End Date: 00/00/0000 Ownership Region:

Vendor ID: 770 Vendor Name: YOUTH VILLAGES

General Classification Family Structure Address Office Location Referral Source Corrective Action **Approval** Status

Type	Begin Date	End Date
Approval In Process	00/00/0000	00/00/0000
Unapproved	02/01/2006	00/00/0000
Unapproved	02/01/2006	01/31/2006
Approved Expedited	01/01/2006	01/31/2006

Approve Expedited Home Approve Resource Home

Navigate to the Resource Home tab Approval sub tab. Click on the Approval In Process Type. Click the Approve Resource Home button.

Resource Home Approval: Approve Resource Home -- Web...

Approval Type: APPROVED Narrative

Begin Date: 05/02/2006

Home Visit Date: 05/01/2006 Narrative

Maximum Number Of Children: 3

Calculate Re-Approval Date Annually? ☒

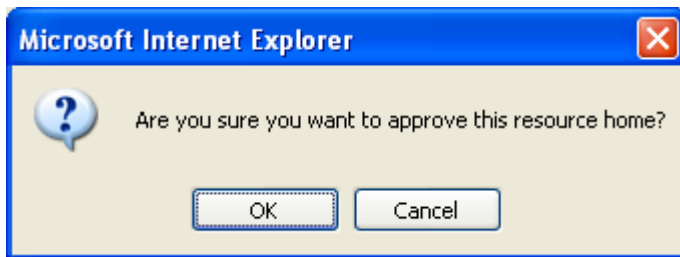
Next Approval Due Date: 05/02/2007

Save Revert Changes Close

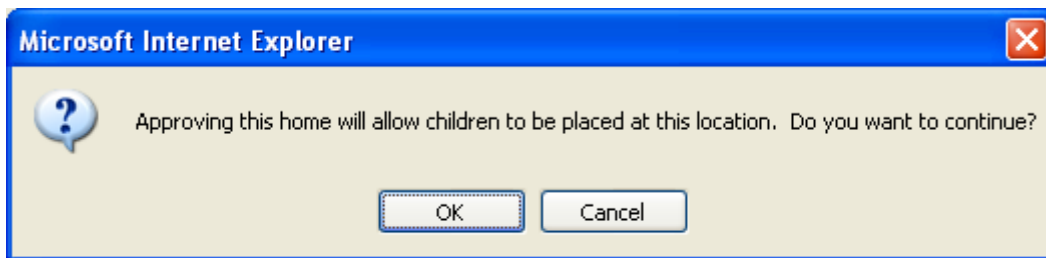
<https://testfhacp.state.tn.us/fhacp/resource> Internet

Enter the Begin Date and Maximum Number of Children. Click Save to continue.

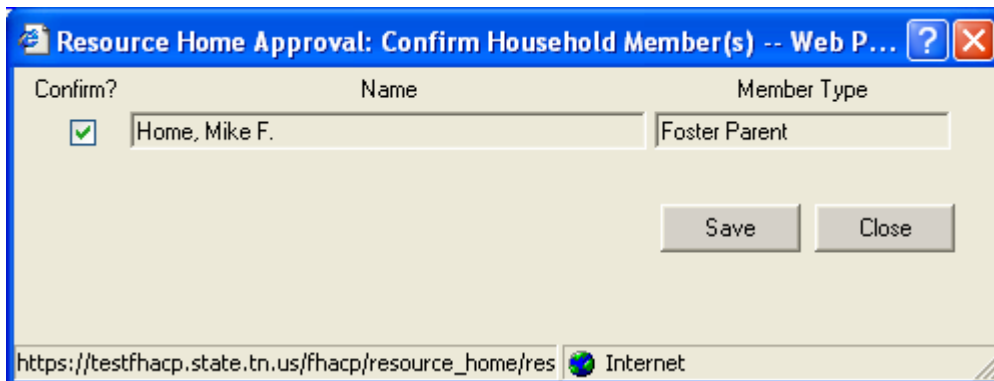
## Re-Approval Confirmations



Before the home is approved, two confirmations are necessary. Click OK to continue.



Click OK to continue.



All household members from the previous activation period must be confirmed. Click the checkbox next to the person's names that are still in the home. Click Save.

## Status

Resource Home Status Information - Microsoft Internet Explorer provided by Dept of Children's Services

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Links SnagIt

Address [https://testfhacp.state.tn.us/fhacp/resource\\_home/resource\\_home\\_status.jsp?resource\\_home\\_id=4518](https://testfhacp.state.tn.us/fhacp/resource_home/resource_home_status.jsp?resource_home_id=4518) Go

[Resource Home Navigation](#) [Add Resource Home](#) [Log Out](#)

**Resource Home** [Resource Parents](#) [Household Member](#) [Preferences](#) [Person](#) [End Home](#)

Resource Home ID:	3734	Activation Period ID:	4518	Classification:	Contract Resource Home
Foster Parent:	Home, Mike F.			Status:	Approved
Foster Co-Parent:				Approval Status:	Approved
Activation Date:	01/01/2005	End Date:	00/00/0000	Ownership Region:	
Vendor ID:	770	Vendor Name:	YOUTH VILLAGES		

[General](#) [Classification](#) [Family Structure](#) [Address](#) [Office Location](#) [Referral Source](#) [Corrective Action](#) [Approval](#) **Status**

	Begin Date	End Date	Status
<a href="#">View</a>	07/11/2006 06:25 PM	00/00/0000 00:00 AM	Approved
<a href="#">View</a>	06/06/2006 12:10 AM	07/11/2006 06:25 PM	Unapproved
<a href="#">View</a>	06/05/2006 09:30 AM	06/06/2006 12:10 AM	Approved
<a href="#">View</a>	06/02/2006 10:21 AM	06/05/2006 09:30 AM	Approved Expedited Home
<a href="#">View</a>	06/01/2006 12:19 PM	06/02/2006 10:21 AM	Pending Approval

Done Internet

The Status tab will display the home's current status and all previous statuses'.